

# Aletha Watman

210 Waldron Drive  
University City, LA 71213  
Until May 15, 1999

12955 Bleekman Street  
Pontosa, OK 75337  
After May 15, 1999

---

## *Professional Objective*

A career in personnel management which would involve coordinating, communicating, and training

## *Education*

**Bachelor of Arts in Organization Psychology with a Minor in General Management,  
Carlman College**

Expected Graduation, May 1999

GPA 5.6 (6.0 scale)

### *Major Related Courses*

Personnel Management, Interviewing, Labor Relations, Industrial Psychology,  
Organizational Communications, Persuasion, Public Relations, Psychological Training,  
Business Writing, Marketing

## *Skills*

### **Coordinating**

- Planned and organized campaign for Homecoming Queen candidate
- Supervised dining room preparation at the Sheraton Plaza

### **Communicating**

- Underwent 150 hours of training to learn peer counseling techniques
- Developed and delivered a seminar on peer counseling for the American Personal Guidance Convention, Washington, D.C., 1989
- Handled customer complaints

## **Training**

- Supervised peer counseling program in college dormitory
- Instructed other employees in proper food and beverage service

## ***Work Experience***

Waitress, Carlman Memorial Union; Fall 1997 to present

Salesperson, University Book Store, Carlman College; Fall 1997, Spring 1998, Spring 1999

Waitress Sheraton Plaza, University City, Louisiana; Summer 1997

## ***References***

Available upon request