

# TYRONE L. SESSOM

5443 Lagoon Court Apartment H ~Terre Haute, IN 47803 ~ Home Phone (574) 386-0491 ~ [Personal Portfolio](#)

**OBJECTIVE** Human Resource Management / Organizational Development

**EDUCATION** **Master of Science - Major: Human Resource Development** December 2004  
Indiana State University, Terre Haute, IN

**Bachelor of Science - Major: Psychology, Minor: Business** May 1999  
Indiana State University, Terre Haute, IN

**Associate of Science - Major: Psychology, Minor: Sociology** May 1997  
Vincennes University, Vincennes, IN

**SKILLS** **Professional Qualifications**

- Extensive Interview Training (Reed & Associates)
- Established Organizational Techniques (Primer Michaels Inc.)
- Excellent Leadership/Communication skills (Stephen Covey; 7 Habits Training)
- Computer Savvy (Windows XP, Microsoft Office 2000; Including Power Point, WordPerfect, Microsoft Works, FrontPage, Website Development, FTP)

**PROFESSIONAL EXPERIENCE** **Employment Specialist, Human Resources (Career Counselor),** October 2002 to Present  
Indiana State University, Terre Haute, IN

- Interview candidates for staff positions
- Research and recruit for staff and faculty positions
- Administer HRIS for use within employment
- Oversee immigration matters for staff and faculty
- Facilitate staff training and development programs
- Partner with Records Staff to maintain employee files
- Formulate written procedures and tracking forms used with employment
- Provide consulting to hiring authority on employment procedures and process
- Work collaboratively with Staff Benefits and Compensation Department

**Assistant Store Manager,** March 2001 to October 2002  
Wal-Mart Sam's Club, Terre Haute, IN

- Managed team to maintain store conditions
- Supervised hiring and training of all associates
- Sponsored Safety Team; Community Program Representative
- Monitored the sales market, including competitors and factors that may affect sales
- Promoted customer service, customer relations, and enforced the policies of the company
- Forecasted sales, planned daily procedures, store budgets, and community services

**District Manager,** January 2000 to March 2001  
Aldi Inc., Batavia, IL

- Managed store operations within an assigned district
- Performed cash audits and physical inventories within district
- Operated one of the top ten most efficient stores in division of 57
- Controlled the hiring, training, development and performance of employees
- Proposed business plans that will support business growth and improve operating results
- Planned sales and set productivity standards, and monitored expenses for the district
- Developed A.M.S. Seminar now used nation wide