

## **TYRONE L. SESSOM**

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

### **OBJECTIVE**

Seeking a challenging position where my education and experience can positively impact growth and development

### **EDUCATION**

**Master of Science**—Major: Human Resource Development, December 2004

**Bachelor of Science**—Major: Psychology, Minor: Business Administration, May 1999

Indiana State University, Terre Haute, Indiana

Activities include: Volunteer Mentor, President of Psychological Society and Member of Residential Life Selection Committee, Dining Hall Focus Group Coordinator, Volunteer M.A.P.S Mentor

### **PROFESSIONAL SKILLS**

Extensive Interview Training (Reed & Associates), Established Organizational Techniques (Primer Michaels Inc.), Excellent Communication skills, (Public Speaking), Computer savvy (Windows XP, Microsoft Office 2003; Including Power Point, Front Page, and Access, Website Development, FTP)

### **PROFESSIONAL EXPERIENCE**

**Employment Specialist**, HR Department, Indiana State University, Terre Haute, Indiana, December 2003 to Present  
Execute all recruiting and staffing functions from start to finish; sourcing, interviewing and hiring exempt and non-exempt candidates. Consult with hiring managers, identify candidates, interview, check references, and offer development/negotiations and weekly reporting on recruiting activity. Provide leadership and HR support to all levels. Promote applicable government regulations and federal and state employment laws.

**Career Counselor**, Career Center, Indiana State University, Terre Haute, Indiana, October 2002 to December 2003  
Provided Career Counseling to university students, staff and alumni. Planned and organized workshops, panel presentations, and professional development seminars. Developed career handouts, employment surveys, and other resources. Reviewed resumes, cover letters and application materials. Assisted in the On-Campus Interview program and career fairs. Worked with student and faculty committees on career services issues. Served as liaison to College of Arts and Science. Supervised Graduate Assistants. Website Developer.

**Assistant Store Manager**, Wal-Mart Sam's Club, Terre Haute, Indiana, March 2001 to October 2002  
Monitored the sales market, including competitors and factors that may affect sales. Promoted customer service, customer relations, and enforce the policies of the company. Planned and interpreted procedures relevant for continuous store growth, including sales forecasting, store budgets, account analysis, and community services. Worked with management team to maintain store conditions. Supervised hiring and training of all associates. Served as Safety Team Sponsor.

**District Manager**, Aldi Inc., Batavia, Illinois, January 2000 to March 2001  
Managed store operations within an assigned district. Managed the hiring, training, development and performance of employees. Planned sales and productivity levels for my stores, and closely monitored expenses for the district. Recommend business plans that will support business growth and improve operating results. Perform cash audits and physical inventories within district.

\*Managed one of the top ten most efficient stores in division of 57

\*\*Developed A.M.S. Seminar now used nation wide

### **WORK EXPERIENCE**

Youth Camp Manager, High School Guidance Counselor, University Admissions Advisor, Resident Assistant, Photo Lab Technician, Television Production, Caterer, Custodian, Librarian Assistant, Child Care Supervisor, Telemarketer, Salesman, Machine Operator/Assembly, Vender

### **LEADERSHIP ACTIVITIES**

Volunteer Counselor and Motivational Speaker, Federal Prison, Terre Haute, Indiana, March 2002 to Present  
Campus Out-reach Representative, Bethlehem Temple Church, Terre Haute, Indiana, August 1997 to Present  
Member, Career Development Professionals of Indiana (CDPI), Indiana State University, October 2002 to Present  
Member, SHRM (Wabash Valley Chapter), August 2004 to Present