

**OBJECTIVE:** Seeking a Human Resources position with the opportunity to utilize my knowledge and skills to benefit my employer

## CORE QUALIFICATIONS

**OFFERING:** High value to employer needing strong HR skills acquired through formal education and employment that is easily transferable and applicable to a variety of HR functions including, but not limited to:

- ✦ **Academic Foundation:** Complimentary educational programs, along with practical business experiences have offered knowledge and application skills that will enhance HR/Personnel functions, Loss Prevention efforts, and Management Team Support
- ✦ **Tenacious Achiever:** Experience represents strengths and quantifiable success including but not limited to: On the job HR Training, Business Operations Support, Personnel Leadership and Training, Information Management, and Client Relations
- ✦ **Management Scope:** Apply business principles, managerial processes, and production methods toward utilizing personnel and all available resources to maximize corporate success
- ✦ **Personnel Selection:** Trained in use of psychological research methods for human behaviors, performances, and individual differences and how personality, abilities, and interests impact workplace functions
- ✦ **Computer Skills:** Microsoft Word, Excel, PowerPoint, SPSS and SAS

## Relevant Coursework

- Core HR Skills in Recruiting, Interviewing, Hiring, Training, Employee Relations, Performance Methods & Assessments, EEOC, OSHA, DEQ
- Organizational Development
- Organizational Psychology
- Advanced Research Methods
- Human Research Training
- Equal Employment Management
- Compensation Studies
- Groups in Work Organizations
- International Management

## ~ HUMAN RESOURCES EXPERIENCE & TRAINING ~

- ➔ **TUDOR HOUSE INN, Tulsa, Oklahoma,** **May 2009 to March 2011**  
**Assistant Manager/Personnel Supervisor:** Employed with company throughout college, utilizing practical experience in combination with text-book business theories and applications to increase market share and profitability.

### Accountabilities and Accomplishments

- **Entrusted** with diverse accountabilities for routine business operations, ensuring proper training, coaching, and supervision of personnel in providing high-quality guest services.
- **Implemented** company policies and procedures governing sales, money management and night auditing.
- **Worked closely** with General Manager in developing and updating policies, procedures, and marketing strategies to meet changing needs of the company.
- **Applied knowledge** of employment laws and personnel practices to daily business operations as above.
- **Recognized** by loyal returning clients and extended stay guests for excellence in quality services.
- **Performance descriptors used by General Manager:** “Vikesh is highly competent, self-motivated, and hardworking with strong employee relations skills.”

➔ CARBONYX INC., Ardmore, Oklahoma

May 2008 to July 2008

**Human Resource Project Intern: Reporting directly to the Plant Manager**, conducted formal HR Needs Analysis and final report of recommendations for the growing company specializing in a new manufacturing process that rendered coal into a cleaner, more reliable and cost-efficient energy source. Relied upon during Plant Manager's frequent absences to perform study protocols, along with various other tasks.

#### **Accountabilities and Accomplishments:**

- **Observed** plant floor operations to meet personnel and acquire first-hand knowledge of all positions, skills and equipment required for production.
- **Initiated** comprehensive study of all phases of manufacturing operations, policies and procedures; employee training, safety record and risks; job satisfaction and concerns; and regulatory compliance issues.
- **Wrote and submitted** an 11-page final report of findings and recommendations based on employee interviews, information gathered, and careful observations as blueprint for improvement.
- **Improved** corporate employee handbook, clarifying vague interpretation of issues; and created new office forms for greater efficiency.
- **Created** and wrote promotional and training materials utilizing multi-media, including PowerPoint presentations.

### ~ EDUCATION ~

#### **Master of Science in Industrial Organizational Psychology, 2009**

University of Tennessee Chattanooga, Chattanooga, Tennessee  
Graduate Internship HR Internship, Summer 2008

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#### **Bachelor of Science in Criminology, 2006**

University of Oklahoma, Norman, Oklahoma

### ~ ACTIVITIES ~

Captain – Flag Football and Basketball teams, 2003 – 2007

Vice President, 2005 – 2006

Sports Coordinator, 2003 – 2004

Secretary, 2004 - 2005

### ~ REFERENCES ~

Available Upon Request