

TEMITAYO HARRIMAN

1201 CLEVELAND ST. #1021B • DENTON, TX • 76201
(940)594-8953 • TAYOUNT@HOTMAIL.COM

OBJECTIVE

My objective is to develop an intermediate level of business knowledge into a professional level, particularly in the realm of management and marketing.

EDUCATION

2004 to present **University of North Texas** Denton, TX
Bachelor of Arts in Psychology *Pursing a 2nd Bachelor in Marketing*

RELEVANT COURSEWORK

- **Org. Behavior:** Gained insight into strategies proven to inspire and motivate effectively.
- **Managerial Accounting:** Learned to solve practical problems from a managerial standpoint.
- **Business Law:** Learned “how to” specifics, law subjects particularly applied to Businesses.

KNOWLEDGE AND SKILLS

- **Proficient implementation of business needs into the format of the following:**
Lotus Notes, MS Excel, MS Word, and Power Point. Typing WPM: 70
- **Spanish Language:** Improving my skills to an intermediate level of speaking Spanish.

WORK EXPERIENCE

July 2007 to Present **Colgate-Palmolive** Dallas, TX
Human Resource Intern/ Administrative Assistant

- Up keeping over 120 confidential active employee files
- Scheduling and setting up interviews
- Coordinating interviews
- Document preparation
- Conducting new hire orientations

Dec 2006- June 2007 **Oak Mont Country Club** Dallas, TX
Food Server/ Expo

- Exemplified courtesy, efficiency, and customer service
- Final inspector for excellent quality food preparation and disbursement
- Contributed to finely hosted banquets, comedy shows, and wedding receptions

Summer 2006 **Fairfield management** Denton, TX
Leasing agent

- Created, tracked, and completed tenant files
- Resolved daily problems through persistent consumer focus
- Responsible for organizing the transfer of over 500 tenants tenant files

EXTRACURRICULAR ACTIVITIES

University of North Texas Track & Field: Fall 2007 I contributed to a runner-up team finish at the Conference Championship for Cross Country. I was a Conference Championship Silver and bronze medalist in; Indoor and Outdoor finalist in prior 2 years.

Society for Human Resource Management: Newly elected Director of Merit Fall 2007

Community Service:

- 3 years of hosting the elementary school track competition put on by UNT T&F
- Enjoyed volunteering to paint, repair, and do yard work in homes for the elderly

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REFERENCES (UNIVERSITY AND COMMUNITY):

- **Rick Watkins** – Director of UNT Track & Field Team
Cellular phone: (940) 367-6209

- **Wes Johnson** – Professional Mentor
Cellular phone: (469) 387-0114

- **Elwood Shannon** – Kappa Alpha Psi Fraternity Inc. Chapter Advisor
Cellular phone: (972) 342-5696

REFERENCES (EMPLOYERS):

- **Raína Maldonado** – Human Resource Manager (Colgate-Palmolive)
Office phone: (972) 720-6197

- **Clifton Clay** – Supervisor (Oak Mont Country Club)
Cellular phone: (940) 597-9642

- **Melissa Oyler** – Leasing Manager (Fairfield Management)
Office phone: (940) 323-9010