
James A. Turnquist

Box 555
Hhhhhh, MI 49934
(906) 555-5555

Career Objective

Personnel Management, Industrial Relations, and Employee Relations.

Work Experience

Michigan Technological University, 1400 Townsend Drive, Houghton, MI 49931

Assistant Director of Admissions

Plan, develop, administer, and maintain undergraduate admissions policies and programs. Hire, train, supervise, and terminate Admissions field representatives. Interview prospective students. Evaluate applicants' academic credentials.

Sayen's Auto Sales and Ziebart, Houghton, MI 49931

Office Manager

Handled all financial transactions, employee benefits, sales. Supervised office operations.

Suomi College, Hancock, MI 49930

Resident Director/Assistant to Dean of Students/Assistant Intra-Mural Director

Supervised residential students. Assisted the Dean of Students. Directed Resident Assistant Program (included recruiting, interviewing, hiring, training, evaluating, and terminating Resident Assistants). Presented program on "Sexual and Substance Abuse." Directed "Upward Bound" program.

City Snyder Drug Store, Houghton, MI 49931

Store Manager

Supervised personnel. Directed merchandising procedures.

Motor Wheel Corporation, 1600 North Larch Street, Lansing, MI 48909

Production Manager

Supervised production. Quality control engineering (non-destructive evaluation of Tri-metal Brake Drum), industrial engineering, industrial relations, and employee relations.

Red Owl Stores, Inc., Hancock, MI 49930

Night Manager

Supervised employees. (Worked while attending high school and college—earned 100% of college cost).

Education

Michigan Technological University, Houghton, MI 49931

B. S. degree in **Business Administration** (industrial management option), May 1979.

Michigan Technological University, Houghton, MI 49931

Civil Engineering, 1973-6.