
Kristin S. Olson
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EDUCATION:

MASTER OF ARTS, INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY
California State University, Long Beach, GPA 4.0 (8/01-present)

- Organizational Psychology, Personnel Psychology, Test Construction, Issues in Organizational Development, Multivariate Statistical Analysis, Time Series Analysis, Introduction to SAS, Issues in Training, Introduction to SPSS

BACHELOR OF ARTS, 1). PSYCHOLOGY 2). COMMUNICATION STUDIES
University of California at Los Angeles, GPA 3.4 (9/96-3/01)

I/O EXPERIENCE:

INTERNSHIP: EMPLOYEE SELECTION & TRAINING

CODESP (Cooperative Organizational Development for Employee Selection Procedures)
Huntington Beach, CA (4/02-present)

- Develop, revise and analyze test items, interviews, interview rubrics and performance appraisals for employee selection procedures
- Research and create selection procedures applicable to organizational specifications and needs

TRAINING PROJECT

Volunteer Action for Aging, Signal Hill, CA (8/02-12/02)

- Analyzed organizational training needs to develop a program applicable to organizational context
- Attended and facilitated team meeting to enhance rapport and organizational commitment
- Recorded and prepared organizational information to improve project design

ORGANIZATIONAL DEVELOPMENT INTERVENTION: TEAM BUILDING

Cabletek Corporation, Garden Grove, CA (2/02-5/02)

- Directed, planned and lead weekly team meetings for upper management while sustaining a cooperative and collaborative atmosphere
- Created, designed and prepared data analysis packets and team building exercises
- Delegated and supervised contributions of team members

JOB ANALYSIS PROJECT

Nordstrom Corporation, Costa Mesa, CA (9/01-11/01)

- Arranged and conducted observations and interviews for data analysis
- Interpreted and compiled data in a professional and understandable manner
- Researched and evaluated potential selection tests

EMPLOYMENT:

GRADUATE-LEVEL TEACHING ASSISTANT, ENGLISH & GRAMMAR

Center for Learning & Instruction, CSULB, CA (8/01-present)

- Instruct students in written English and grammar rules
- Aid students with topic analysis, essay structure and format

PROFESSOR'S ASSISTANT

UCLA Cardiology & Pathology Labs, CA (9/99-6/00)

- Managed and oversaw the administrative duties of the two labs simultaneously
- Created an extensive computer based organizational system involving the blood samples used by the UCLA School of Medicine's Cardiology & Pathology labs

SUPERVISORY TRAINER

Sweet Tomatoes Restaurant, Fresno, CA (5/95-1/98)

- Managed the training of new employees and assessed employee improvement after training
- Interacted, established and maintained relationships with guests with a friendly demeanor
- Prioritized, organized and balanced administrative duties with managerial and customer requests in a fast-passed environment

INTERNSHIPS:

PROTECTIVE SUPERVISION ASSISTANT

Washington D.C. Superior Court, Child Abuse/Neglect Division (6/98-9/98)

- Collaboratively served as psychological counsel to children
- Analyzed, assessed and reported on each child's unique situation
- Prepared and presented the collected data to the court

MARKETING AND PUBLICITY ASSISTANT

Warner Brothers Studios, Music Division, Los Angeles, CA (1/01-4/01)

- Promoted musical artists working with Warner Brothers
- Devised, implemented and maintained strategies to arouse customer interest
- Assessed and revised previous strategies to increase effectiveness

RESEARCH:

HEALTH PSYCHOLOGY LAB ASSOCIATE

Psychology Department, UCLA, CA (1/00-6/00)

- Entered and analyzed data on Excel
- Researched and presented the effects of long term stress

PHYSIO-ANXIETY LAB ASSOCIATE

Psychology Department, UCLA, CA (1/99-12-99)

- Co-supervised a research study involving nocturnal panic
- Initiated and managed a comorbidity treatment study

COMPUTER SKILLS:

SAS, SPSS, Microsoft Office, Partest

HONORS/AFFILIATIONS:

Graduate Equity Fellowship (2002); Society for Industrial & Organizational Psychology (2001); Alumni Member of Chi Omega Sorority (2000); Student Honors Research Program Award (2000); START Research Award (2000); Member Elect to the UCLA Mortar Board: National Senior Honor Society (2000); Member Elect to the Order of Omega: National Greek Honor Society (1998); National Golden Key Honor Society (1998); Psi Chi: National Psychological Honor Society (1997); Silver Owl Academic Honor Society: National Chi Omega Honor Society (1997); UCLA Dean's Honor List (1997)

SERVICE:

CSULB Grad Student Representative (2001); UCLA Office for Students' with Disabilities (1998); Expo Center Volunteer (1998); Pediatric Aids Foundation (1998); South-Central Educational Tutoring (1998); Angels Flight Battered Women's Shelter (1997); Fig Garden Branch Library (1995); Valley Children's Hospital (1995)