

Fiona Suteja

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Career Objectives	Seeking a position in the psychology / human resources fields to apply my skills, in order to make a significant contribution to my employer.
Personal Qualities	Responsible, Flexible, Punctual, Dependable, Problem-Solver, People Oriented, Willing to learn, Fast learner, and Able to work under pressure
Education	<p>Sept 1998– May 2001 University of British Columbia Vancouver, BC</p> <ul style="list-style-type: none">▪ Bachelor of Arts degree in Psychology <p>Sept 1997– July 1998 Langara College Vancouver, BC</p> <ul style="list-style-type: none">▪ University Transfer Program
Skills	<p>Administrative Skills:</p> <ul style="list-style-type: none">▪ High commitment and perseverance▪ Knowledge and experience with psychological testing and assessment▪ Familiar with various office equipment operations, such as: fax machines, photocopiers, scanners, and computers▪ Ensure great customer service and customer relations, deal with clients in professional manner <p>Computer skills:</p> <ul style="list-style-type: none">▪ <i>Database Management:</i> Microsoft Access▪ <i>Operating Systems:</i> Windows 95, Windows 98, Windows 2000▪ <i>Word Processing:</i> Microsoft Word▪ <i>Spreadsheets:</i> Microsoft Excel▪ <i>Presentation Software:</i> Microsoft PowerPoint▪ <i>Internet:</i> Internet Explorer and Netscape▪ <i>Email Software:</i> Microsoft Outlook, Outlook Express <p>Language skills:</p> <ul style="list-style-type: none">▪ Fluent in English and Indonesian▪ Intermediate understanding of Mandarin, Japanese, and Spanish
Employment History	<p>May 2002 – Present HR Decisions Ltd. Vancouver, BC</p> <p><i>Psychological Analyst / Management Consultant</i></p> <ul style="list-style-type: none">▪ Administration and analyze assessment of psychological testing▪ Software development and beta testing of new selection assessment▪ Provide program support to client organization and program participants▪ Carry out day-to-day HRD operations, including: invoicing, accounts payable, accounts receivable, and company contacts

June 2001 – March 2002 **HRD Technologies Inc.** Vancouver, BC

Management Assessment Coordinator

- Administration of psychological testing processes and management simulation
- Provide support for external psychologists with respect to clients scheduling, information dates, and decision-making
- Provide program information and support to client organization and program participants
- Help secure new prospects by maintaining contacts and sustaining high-quality project performance
- Establishing effective relationships with clients and other consultants on behalf of the company

Psychological Analyst

- Software development for web-enabled assessment
- System conversion using templates to transmit reports via email
- Beta testing of new selection assessment software

Sept 1999 – May 2001 **HRD Technologies Inc.** Vancouver, BC

Assistant Project Manager (Part time)

- Scoring and analyzing psychological inventories and ability tests for personnel selection and development
- Assessment data entry and analysis
- Assisting with the production of assessment reports
- Researching and coordinating marketing and promotional materials

Sept 1999 – April 2000 **University of British Columbia** Vancouver, BC

Research Assistant (Part time)

- Assisting academic research in Emotional Intelligence (EQ)
- Data collection from students and volunteer participants
- Administered tests with professionalism
- Scoring tests using good judgment and precision

Aug 1998 – Jan 1999 **Homy Forte Investment Group** Burnaby, BC

Student Sales Representative (Part time)

- Customer account administration and support
- Product demonstration and presentation
- Product introduction in the student community

References

Available upon request