

## **SAMPLE-FUNCTIONAL RESUME**

### **SUSAN STUDENT**

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2721 Main St.  
Anywhere, In 46410

Hm: 219-218-0000/Cell 219-218-1111  
sstudent@ccsj.edu

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#### **SUMMARY OF QUALIFICATIONS**

- Self-starter with an ability to take initiative
- Highly organized worker
- Able to work independently and as a member of a team
- Efficient multi-tasker
- Creative problem solver
- Possess excellent interpersonal and communication skills

#### **EDUCATION**

Calumet College of St. Joseph, Whiting, Indiana  
B.S. in Organization Management, Magna cum Laude  
Dean's List 4 semesters  
GPA 3.5

#### **EXPERIENCE**

##### **Administrative**

- Organized projects and met all objectives and deadlines
- Maintain schedules and quality standards
- Recruit and train all new employees
- Supervise 3 department staff members and 2 interns
- Perform quality and safety inspections
- Collate and disseminate all compliance documents to pertinent departments
- Serve as Chair of the Quality Improvement Committee. Helped develop a new system for streamlining work efforts and increased staff productivity by 50%

##### **Marketing and Sales**

- Developed the vision and mission statement for the Marketing department
- Manage the marketing and promotional tasks to promote the business
- Network with businesses to advertise and recruit new accounts
- Provide excellent customer service in both sales and service
- Generated "X" dollars in sales (list only if significant)
- Managed a budget of "X" dollars

##### **Technical**

- Proficient in MS Office applications (Word and Excel) to produce project targets and checklists, forms, quality control charts, and schedules

- **Familiar with standard business office machines**
- **Skilled in utilizing construction equipment including saws, insulation machine, heat gun, and forklift**

#### **WORK HISTORY**

**USA Enterprises, Construction Manager**

**2004-Present**

**World Bank, Manager**

**1997-2004**

**American Industries, Supervisor**

**1993-1997**

#### **PROFESSIONAL AFFILIATIONS**

**Member of American Board of Construction Managers**

**President of the Indiana Marketing Assn.**

**Member, Porter County Chamber of Commerce**

#### **OTHER INTERESTS AND ACTIVITIES**

**Chair, Northwest Indiana Leadership Council**

**Coach, church sponsored Girls' Softball Team**