

## Sample Functional Resume

Orville Wright  
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### Objective

To contribute to your organization's success through the use of exceptional customer service, managerial, and people skills.

### Summary of Qualifications

- Strong managerial and administrative experience
- Exceptional versatility and adaptability
- Dedication and drive as a hard-working individual
- Superlative communication and team-building skills
- Ability to manage multiple tasks in a pressured environment

### Professional Skills

#### Interpersonal and Teamwork Skills

- Entrusted to process confidential employee records, such as salary changes, vacation/absenteeism reports, and performance appraisals.
- Interfaced with a wide variety of personalities while scheduling meetings, appointments and making travel arrangements for executives.

#### Customer Service and Sales Skills

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events
- Delivered excellent customer service and conducted in-house sales and promotions.

#### Managerial and supervisory skills

- Proved multi-tasking abilities by scheduling and supervising staff, consisting of kitchen worker, bartenders, and food servers.
- Served as right hand to lead managers of entertainment company in administrative assistant capacity.

### Education

Wilbur Wright College	A.A. in Business Administration	2005-2007
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### Employment History

Beacon Day & Associates	Account Manager	2006-Present
Davidson's Auto Body	Administrative Assistant	2004-2006
Burger King	Cashier	2003-2004