

***(Sample design only. Please consult a counselor to create your best resume.)  
Use View – Header and Footer to delete these lines and the one on the bottom.***

## **Your Name in 18 Point, Bold**

**Local Address, Apartment, City, State, Zip**

**Phone**

**email@my.lamar.edu**

### **OBJECTIVE**

Seeking position with type company, utilizing skills (fill in the blanks)

**SUMMARY OF QUALIFICATIONS** (Optional—use only if your qualifications can best be stated in this way. If not, rely more on “Education” and “Experience” to promote)

- List 4 to 5 of your most relevant qualifications in statement form...  
... And be prepared to illustrate these qualities in an interview. Some examples:
- Experienced shift manager, supervising staff in a small business operation
- Pro-active leader and communicator, paying attention to detail
- Demonstrated ability to seek answers and conceptualize the big picture

### **PROFESSIONAL SKILLS (EXAMPLES BELOW)**

#### **INTERPERSONAL AND TEAMWORK SKILLS**

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals.
- Interacted 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 that include weddings, receptions, and holiday parties, as well as everyday lunch and dinner planning.
- Delivered excellent customer service and conducted in-house sales promotions while functioning as food server, beverage server, and hostess.
- Oversaw daily sales operations at country club.

#### **MANAGERIAL AND SUPERVISORY SKILLS**

- Proved multi-tasking abilities by scheduling and supervising staff, consisting of kitchen workers, bartenders, and food servers while functioning as clubhouse assistant manager at country club and simultaneously serving as pool manager and swim instructor.
- Served as right hand to lead managers of entertainment company in an administrative assistant capacity.

***(Fit resume into one page. Avoid typos. Proof thoroughly.)***

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#### QUANTITATIVE SKILLS

- Completed and submitted invoices and process for payments.
- Handled expense reports with account summaries.
- Consistently entrusted with large sums of money.
- Maintained inventory control.
- Demonstrated knowledge of and accountability for payroll and employee records, daily sales operations, and profit and loss statements, including inventories, labor, petty cash, bank deposits, change orders, and bank deposit verifications.
- Managed petty cash, payroll, inventory, member statements, accounts receivable, and payable.

#### COMPUTER SKILLS

- Proficient in using personal computer skills through CompUSA training in such programs as Microsoft Windows, Microsoft Word, Excel, Access, PowerPoint, and Visio. Additionally, use WordPerfect, Lotus 1-2-3, Peachtree, Microsoft Publisher, ClarisWorks, First Choice and First Publisher for word processing, spreadsheet, and graphic design, including internal/external correspondence, reports, procedure manuals, and presentations.
- Create and distribute a variety of reports using Access and Excel.

#### **EMPLOYMENT HISTORY**

- Administrative Assistant, Blue Ribbon Technologies, Inc., Pasadena, CA, 4/06 to Present
- Beverage Server, The Brew Station , Pasadena, CA, 11/05 – 4/06
- Office Manager, City of Entertainment, Pasadena, CA 1/05 – 12/05
- Bellringer Buffet , Pasadena, CA, 8/04 – 12/04
- Clubhouse Assistant Manager, Golden Bear Country Club , Pasadena, CA, 2/02 – 8/04

#### **EDUCATION**

**Exact Title of Degree, with an Emphasis in Area**    Month and Year of Graduation

Lamar University, Beaumont, TX

**Minor** (Optional)

**Overall GPA or GPA in Major** (Optional)

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