

SAMPLE FUNCTIONAL RESUME: 1

MAGARET JONES

554 Kearney Lake Rd.

Halifax, NS, B3H 1V4

902.431.2255

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EDUCATION

Bachelor of Arts in Psychology

Mount Saint Vincent University, Halifax, NS

2010

RELATED SKILLS

Supervisory and Leadership Skills

- Supervised a group of 20 adolescents ages 12-14 at a summer camp, many of whom had behavioral difficulties
- Developed familiarity with the principals of volunteer recruitment, training, supervision, and evaluation through a course on volunteer management
- Delegated work tasks among groups and monitored performance to ensure efficiency

Oral and Written Communication Skills

- Developed a one-hour “Heart Smart” presentation for high school students, and presented it on 15 occasions in local high schools
- Provided information to university students on academic issues, university policies, services to students, and community resources

Counselling Skills

- Counselling students with personal, academic, and other concerns
- Co-facilitated discussion groups aimed at improving adolescents’ communication skills
- Referred students to appropriate resources within the university and in the community

Language skills

- Fluent in oral and written French and English

EXPERIENCE SUMMARY

Peer Counsellor, Mount Saint Vincent University, Halifax, NS

2008-present

Receptionist, Mount Saint Vincent University, Halifax, NS

2007-present

Crisis Counsellor, Metro Help Line, Halifax, NS

2007-2008

Sales Associate, Ricky’s, Dartmouth, NS

2004-2006

SAMPLE FUNCTIONAL RESUME: 2

JENNY MILLER
16 ROSEDALE DRIVE
HALIFAX, NS
B3M 2J6
902. 445. 6765
Jenney.Miller@msvu.ca

EDUCATION

Bachelor of Business Administration (with distinction) Concentration in Accounting / Marketing Mount Saint Vincent University, Halifax, Nova Scotia	2009
Tourism and Transportation Diploma Sir Sanford Fleming College, Peterborough, Ontario	2001

ACCOUNTING

- Reviewed and processed **accounts payable** ensuring early payment terms and due dates were met
- Collected **accounts receivables in a timely manner**
- **Created annual sales budget** and **developed monthly action plan** to achieve goals
- Utilized company specific **accounting software** application
- Processed **bank deposits, reconciliations** and petty cash

ADMINISTRATION

- Oversaw the **startup and promotion of branch office**, resulting in reaching the sales goal of profitability with the two-year mandate
- Hired, trained, **supervised and motivated staff** to reach sales goals
- **Researched new product development**, worked with suppliers and **negotiated contracts**
- Redesigned and **streamlined paper flow** for time and **cost efficiency**; set up templates/mail merges and created spreadsheets for customer invoices
- Offered a **high standard of customer service**, through strong product knowledge and identification of client needs
- Good working knowledge of MS Word, Excel, Access and PowerPoint
- **Keyboarding** 45-50 wpm

MARKETING AND PROMOTION

- **Coordinated** and **conducted** educational and promotional seminars/trade shows
- **Wrote sales proposals** and participated in **sales presentations** to current and potential clients, business executives and managers/owners
- **Organized two non-profit events**, from planning, soliciting donations, recruiting volunteers, to on-site co-ordination on event days
- Produced quarterly newsletters, **designed sales flyers**, and participated in the design, layout and **editing of annual brochures**
- **Negotiated** co-op advertising to minimize promotional expenses, while increasing product awareness

EMPLOYMENT EXPERIENCE

Administrator Nova Tours (Atlantic Tours Ltd.), Halifax, NS	2008
Travel Counsellor Maritime Marlin Travel, Halifax, NS	2006
District Sales Manager Transportation Manager Club Med Sales Inc., Montreal PQ/Port St. Lucie FL	2004-2006
Administrator	2001-2004
Corporate Travel Counsellor Carlson Wagonlit Harvey's Travel, Dartmouth, NS	2000-2001
Administrative Assistant Working Holiday, Australia and New Zealand	1998-2000

COMMUNITY INVOLVEMENT

- **Team Captain**, Abilities Foundation 24-Hour Relay
- **Metropolitan Halifax Chamber of Commerce**, Membership Retention Committee
- **Volunteer**, Labatt Briar
- **Plasma Donor**, Canadian Blood Services