

SAMPLE FUNCTIONAL RÉSUMÉ

Susan S. Smith
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OBJECTIVE

To improve the quality and efficiency of your organization's office life and productivity through the use of my extensive office management experience and skills

QUALIFICATIONS

Extensive office and personnel management experience
Strong written and verbal communication skills
Lengthy experience working in a fact-paced, high-pressure environment
Great ability to complete multiple tasks and work with a varied team

PROFESSIONAL SKILLS

INTERPERSONAL

Worked with a range of individuals with varying personal and professional needs
Maintained office harmony and professionalism
Served as personal assistant and scheduler for team of executives
Maintained client relations, arranging meetings, services, lunches, and sales calls
Handled service complaints and maintained corporate image

SUPERVISORY

Directed staff personnel issues, confidential employment information, hiring and firing and performance reports

COMPUTER

Microsoft Windows, Word, Excel, PowerPoint and Access; Adobe Acrobat, Pagemaker;
Peachtree Accounting Software; Database management; Internet research

EMPLOYMENT HISTORY

Johnson, Jones & Associates, Washington, DC, Office Manager, 2000-2002,
Assistant Office Manger 1998-2000
James Camera Organization, Alexandria, VA, Administrative Assistant, 1990-1993
Jane Doe Consulting, Inc., Fairfax, VA, Personal Assistant, 1988-1990

EDUCATION

Associate of Science in Business Administration, John Doe Community College,
Washington, DC, 1988
Specialized in business and office management