

SAMPLE REVERSE CHRONOLOGICAL RÉSUMÉ

Susan S. Smith
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QUALIFICATIONS

Office administrator with seventeen years experience running medium-sized corporate offices and managing a small staff. Fully conversant in word processing, accounting, spreadsheet and database software. Trained in conflict resolution and human resources management.

PROFESSIONAL EXPERIENCE

Johnson, Jones & Associates, Washington, DC, Office Manager, 2000-2002, Assistant Office Manger 1998-2000

Managed an office of 40 legal professionals, directed scheduling, office upkeep, database maintenance and client and personnel relations

James Camera Organization, Alexandria, VA, Administrative Assistant, 1990-1993

Drafted correspondence, handled customer relations, managed an extensive customer and vendor database and supervised billing

Jane Doe Consulting, Inc., Fairfax, VA, Personal Assistant, 1988-1990

Assisted with scheduling, drafted correspondence, assisted with trainings, supervised billing and helped to maintain client relations

EDUCATION

Associate of Science in Business Administration, John Doe Community College, Washington, DC, 1988

Specialized in business and office management

SKILLS

Microsoft Word, Excel, PowerPoint, Adobe, Access, Outlook; Internet research; Peachtree Accounting Software; database management

ACTIVITIES & TRAININGS

Human Resources Management, Capital Consulting, Washington, DC, November 2004
Modern Computer Skills, Peterson Technologies, Alexandria, VA, March 2001
Advanced Studies, Computer Skills Training Institute, Washington, DC, July 1999