

Sample Functional Resume

Iemma Employee
123 Elkhorn Road
Coffee Creek, MT 59424
(406) 123-4567
imaemployee88@aol.com

QUALIFICATIONS

- Ten years of managerial and administrative experience
- Versatile and adaptable worker, good at finding and implementing solutions to problems
- Dedicated and driven to exceed goals
- Able to manage multiple tasks in a fast pace, high pressure environment
- Team player with a positive attitude

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS

- Entrusted to process confidential employee records such as salary changes
- Interacted with a wide variety of personalities while scheduling meetings and appointments

MANAGERIAL AND SUPERVISORY SKILLS

- Proved multi-tasking abilities by scheduling and supervising staff while acting as assistant manager
- Served as right hand to lead managers in an administrative assistant capacity

QUANTITATIVE SKILLS

- Handled expense reports with account summaries in excess of \$200,000
- Consistently entrusted with large sums of money
- Demonstrated knowledge of and accountability for payroll and employee records

EMPLOYMENT HISTORY

- Administrative Assistant, Leman Technologies, Inc., Coffee Creek, MT, April 2006 to Present
- Beverage Server, The Coffee House, Coffee Creek, MT, November 2001 to March 2006
- Office Manager, Larry's Specialty Automotive, Lewistown, MT, January 1999 to September 2001

EDUCATION

1999 Bachelor of Business Administration, Montana State University Northern, Havre, MT
Major: Marketing, Minor: Information Technology