

# Functional Resume Example

Ivana B. Jung

**Current:** 1234 Portland Street, Morrisville, VT 54022 (802) 888-0000

**Permanent:** 12 Roxy Lane, Greenfield, MA, 01314 (555) 555-5555

## Education

Bachelor of Arts, Psychology  
Johnson State College, Johnson, VT, May 2002

## Areas of Effectiveness

### Communication/Advising Skills

- Advised new college students on the selection of appropriate courses and scheduling
- Provided general information about preparing for the first year of college and offered appropriate referrals when necessary
- Utilized both written and verbal communication skills to inform parents of their children's daily activities and welfare
- Experienced in effectively communicating with a diverse population of customers/students to promptly and thoroughly meet their individual needs

### Leadership Skills

Coordinated a "Hunger Cleanup" and raised \$475.00 to benefit the local food shelf

- Assisted in coordinating Habitat for Humanity's Third Annual Fun Run
- Co-Led a group of 10 students during a week-long Break Away trip to volunteer with Habitat for Humanity in rural West Virginia

### Planning and Organizational Skills

- Facilitated planning meetings, organized fundraising events and made travel arrangement for 10 students involved in a week-long service learning trip.
- Organized four educational campus events on hunger issues reaching 62 people
- Designed flyers, signs, and press releases for campus and area events to raise awareness of the campus
- Served as a contact name for area businesses in order to implement Habitat for Humanity donation boxes

### Computer Skills

- WordPerfect • Adobe PageMaker • MS Word • MS Access • MS Excel
- Groupwise • HP ScanJet ADF • Campground Manager • MS Publisher

## Work Experience

Phone-In Advisor, Advising and Career Services, JSC, Johnson, VT	1999-Present
Reservations Specialist, Zoar Outdoor, Deerfield, MA	1999 Season
Campus Assistant, Advising and Career Services, JSC, Johnson, VT	1998-1999
Childcare Provider, Connie's Just For Kids, Greenfield, MA	1996-1998
Waitress/Fountain Worker, Friendly's Restaurant, Greenfield, MA	1996 Season

## Volunteer Experience & Activities

Habitat For Humanity Center for Service Learning	St. Patrick's Education Program America Reads, Literacy Partner
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