

Sample Resume for a Career Professional

Here's an example of a resume for someone working in his or her field for some time.

Jane Professional

100 High School Lane
Anywhere, TX 00001
(603) 225-6612
janprofessional@mymail.com

OBJECTIVE: Obtain a professional position where I can share my knowledge of effective office management techniques

WORK EXPERIENCE

1999- Present

Data Services Manager/Administrative Assistant

MR/DD Collective; Anywhere, TX

- Supervise, manage and train 20-person office staff
- Prepare for meetings and correspond with member representatives about upcoming meetings
- Prepare correspondence and document invoices, including material for payment of trainers
- Maintain in-office calendar and training calendar, keeping track of schedules /appointments
- Format monthly newsletter and membership directory
- Create and reconfigure client databases

1992 – 1999

Bookkeeper/Training Coordinator

ABC, Inc.; Anywhere, TX

- Received cash and check receipts, maintained ledger book and computer record of band deposits
- Wrote and distributed employee and contractor checks
- Posted billing and ran various invoices for member and non-member agencies
- Organized materials, registered participants, prepared room and organized catering for various training sessions

1991 – 1992

Receptionist/Information Specialist

XYZ, Corp.; Somewhere, TX

- Answered phones, greeted and assisted visitors, and handled general administration duties, such as faxing, filing, mailing and copying
- Organized mailing of monthly newsletter

1998 – 1999

Customer Service Specialist

Goodmans Marketing; Anywhere, TX

- Corresponded with customers
- Checked order forms
- Confirmed and canceled magazine orders

SKILLS

Microsoft Office, Alpha4

EDUCATION

1998

Bachelor of Arts in Business Administration

College View University; Anywhere, TX