

Sample Resume for a Career Professional

Jane Professional

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

WORK EXPERIENCE

2009-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 and appointments
- Format monthly newsletter and membership directory
- Create and reconfigure client databases

2002–2009 **Bookkeeper/Training Coordinator**

ABC, Inc.; Anywhere, TX

- Received cash and check receipts, maintained ledger book and computer record of bank 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

2001-2002 **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

2000–2001 **Customer Service Specialist**

Goodmans Marketing; Anywhere, TX

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

SKILLS

Microsoft Office, Microsoft Publisher, QuickBooks

EDUCATION

2002 **Bachelor of Arts in Business Administration**

College View University; Anywhere, TX