

Your Name Here

Street Address Here
City, ST Zip Here

Phone number Here
Email address Here

OBJECTIVE

Seeking a position as a _____ where skills pertaining to _____ and _____ along with obtained experience in _____ may be of value.

EDUCATION

Associate of Arts in Liberal Arts, June 2009

University of Cincinnati Raymond Walters College

Entrepreneurship Seminar class project: Resume Doctor, Jan 2008- Apr 2008

- Developed business plan for local start-up company
- Conducted and analyzed research to determine target market
- Implemented marketing plan to secure initial clientele

COMPUTER SKILLS

- Microsoft Access, Excel, PowerPoint, Project, Word
- Windows 3.1 to 2000, ME, and XP versions

ADMINISTRATIVE SKILLS

- Ability to type ____ WPM
- Screening and directing calls from multi-line phone system
- Conducting daily consultations with department supervisors
- Calculating bi-weekly payroll for ____ employees
- Monitoring and maintaining computerized accounts payable/receivable
- Effectively maintaining filing records
- Creating monthly newsletters and news releases

CUSTOMER RELATIONS SKILLS

- Greeting, directing, and providing information to customers
- Assisting with program registration and tours
- Skilled in resolving customer conflicts
- Soliciting funds and volunteers for special events
- Developing ongoing customer relationships, enhancing future sales
- Developing special season sales

ORGANIZATIONAL SKILLS

- Organizing and implementing a registration process for programs
- Maintaining membership files
- Planning and leading activities while supervising ____ (number) children, ages five to twelve
- Conducting activities for geriatric clients
- Training and supervising all (Can you insert a number here instead of all?) part-time staff and volunteers