

Sample resumes

Chronological Resume –

Chronological resumes place everything in jobs and education in order by date from the newest to the oldest.

Mary Smith

mary_smith@gmail.com

linkedin.com/in/marymith

123-123-1234

SKILLS

AutoCAD

Primavera Sure-Trak

QuickBooks

Adobe Creative Suite

Microsoft Office Suite

Timberline

ProLog

EXPERIENCE

Evergreen Construction

Evergreen Construction was merged with Walbridge Homes and the headquarters was moved to Auburn.

Foreperson, 3/2017 - Present

- Provided direct supervision of sub-contractors and tracked construction activities at residential job sites in the Fort Wayne area. Controlled the permitting process and the ordering and delivery of materials to job sites. Gained experience reading blueprints and making change orders to satisfy customers. The residential team achieved an A+ rating by the local building association for the year 2017.
- Managed schedules and became proficient at many hands-on building activities such as framing, drywall installation, interior painting and appliance installation to help meet deadlines.
- Worked closely with the bookkeeper on making sure that all payments were properly posted and each project met margin goals.

Estimator, Fort Wayne, IN, 05/2016 - 3/2017

- Developed estimates for residential construction projects ranging from \$25,000 to \$100,000 using Timberline software. Projects included garages, remodels and additions. Achieved a 87% on-or-below-budget rating for all projects in the 2016 - 2018 timeframe (approx. 43 projects).
- Automated the process of sending out bid invitations using online tools. Performed take-offs from design documents in an organized clear and consistent method, finding coverage from subcontractors, determining estimates when no coverage was available.
- Provided Support for lead estimators during the buyout phase on projects that we were awarded.
- budgeted projects for 35 area businesses over a 18 month period.

EDUCATION

Indiana State University, Fort Wayne, IN

Bachelor of Science in Construction Management, September 2016

Ivy Tech Community College, Fort Wayne, IN

Associate of Applied Science Degree, May 2012

GPA: 3.65/4.0

OTHER TRAINING

OSHA Construction Safety and Health (30 hour course) - Certification

Indiana Building Association, Compliance Workshop

Landscape Design Seminar, American Society of Landscape Design

ACTIVITIES AND AWARDS

Top Design Finalist in the Kitchen Design Competition, Parade of Homes, 9/2017

Fort Wayne Race for The Cure, Volunteer Organizer, 2014, 2015

Habitat for Humanity, Volunteer, 2015 - Present

Functional Resumes –

Functional resumes focus on the job functions that you have performed. These are good for people just starting out or those who have a wide variety of experiences.

Mary Smith

mary_smith@gmail.com | 123-123-1234

SKILLS

Versatility: Proficient in all facets of maintenance, repair and renovation.

Scope of experience: Physical plant operations on buildings and grounds up to 80 acres.

Areas of expertise: Electrical, carpentry (rough and finish), plumbing and HVAC.

Supervisory background: Successfully supervise diverse group of employees and subcontractors.

Self-motivated: Anticipate problems and react quickly to resolve.

EXPERIENCE

BUILDING UPKEEP

- Performed routine building maintenance and troubleshooting of all systems.
- Completed electrical repairs and wired new residential construction.
- Installed water lines, fixtures and water heaters; completed repairs on plumbing problems.

RENOVATION

- Served as project manager on major projects including \$200,000 renovation on 50+ -year old church buildings (bid preparation, contractor selection and supervision, final approval).
- Monitored contractors performing specialized work such as roofing and asbestos removal.

GROUNDS/LANDSCAPING

- Oversaw safety and attractiveness of grounds for staff and visitors.
- Performed landscape design, incorporating such features as grottos, fountains and waterfalls.

ADMINISTRATION

- Prepared annual budgets; served as member of Finance Council.
- Ordered supplies and maintained inventory of supplies and equipment.
- Hired, trained, scheduled and managed permanent and seasonal employees.

EDUCATION & TRAINING

Cuyahoga Community College
Genesee Area Skill Center
Summit County Water Department
Diocese of Cleveland

General coursework
Building and grounds maintenance
Water operations
Seminars on maintenance, boilers, asbestos, hazardous chemicals

Combination Resumes

The combination resume offers the best of both of the previous resumes. These are good for the advanced career seeker. It provides a focus on the functions that have been performed along with a brief recount of the work history and education.

Skills & Expertise

- Digital Marketing
- Social Media Strategy
- Social Media Coach
- Public Speaking
- Small Business Consultant
- Project Management
- E-News letters
- Customer Relationship Management
- Wordpress & Joomla websites

Professional Experience

Consulting

- Help solopreneurs and small business optimize their digital presence
- Plan, create, implement, train and monitor social media plans for others

Marketing

- Engage the community by creating content and posting status updates on multiple social media outlets including LinkedIn, Twitter, Facebook, Yelp, YouTube, & Slideshare
- Design and maintain websites and content to build search engine optimization and email newsletters
- Create logos, brochures, reports, promotional materials, flyers, advertisements and other organizational materials
- Present organization information at seminars, community events, informational meetings to share features and benefits of the organization
- Actively networked with community and business leaders to improve organization's visibility
- Write content and post articles for a blog and e-newsletter for the organization
- Write press release content and maintain a relationship with members of the press
- Developed and taught workshops on LinkedIn to over 400 community and business members in a 6 month period
- Plan, coordinate and execute events for employees and community members
- Promoted partner organizations events and activities to customers and followers
- Saved the organization over \$150K in consulting fees by performing operations in-house

Managerial

- Communicates well with community organizations to achieve high visibility in community
- Over 20 years of proven managerial experience in the areas of retail, construction, fundraising, and office environments
- Extremely knowledgeable in all aspects of human resources encompassing screening, interviewing and developing training plans and orientations
- Determine and recommend employee relations practices to establish a positive employer-employee relationship, and promote high level of employee morale
- Officer in family owned business as well as owner of portrait and specialty photography business
- Supervised in excess of 30 employees
- Proficient in time management and self-organization

Planning and Coordinating

- Keen ability to utilize PC in creation of reports, web design, marketing materials, e-communications and media releases
- Collaborated with multiple agencies to create and distribute compiled printed materials for departments and agencies in the State of Illinois
- Prepared and implemented training programs for part-time employees
- Developed and administered comprehensive women's health program
- Actively involved in area civic organizations' fundraising activities
- Consistently coordinated logistics for various meetings, special events, and travel for senior level managers

Administrative

- Supervised all aspects of administrative and secretarial duties organization wide
- Excellent rapport with all levels of management and support staff
- Utilized award winning customer service
- Trusted to handle sensitive assignments due to high level of commitment to confidentiality

Work History

Chronological Order

- 2011 to present
- Kane County Department of Employment and Education, **Marketing Coordinator** 2002 to 2011 (see marketing bullets above)
- Kane County Department of Employment and Education, **Executive Assistant** 1998 to 2002
- Target Greatland, West Dundee, IL, **Community Relations/Stockroom Manager** 1995-1999
- Senator Rauschenberger, Elgin, IL, **Legislative Aide** 1993 - 1994

Additional Work History

- Behning Custom Carpentry, Ltd., **Officer/Human Resources, Marketing, Accounting** 1993 to present
- Dee Reinhardt, **Photographer** 1992 to present

Education

- Social Media Specialist Certificate, Social Media Marketing University - May 2010
- Elgin Leadership Academy, Certificate - Elgin Community College/Elgin Chamber of Commerce
- Southern Illinois University Bachelor of Science, Speech Communication Minor(s): Psychology and Business Administration

_____ is a clear example of someone who "The Greater Good" term was made for. Her work with KCDEE and especially her use of Social Media is OUTSTANDING. She is constantly posting seminars, connections, jobs and tons of things to help those in these tough economic times. She is also very willing to spend time to learn how to use Social Media tools, techniques and methodologies... to help others! Search her out, view her work and learn from a true pro!

_____ is expertise in social media and her ability to apply social media tools and services within the professional world is simply impressive. She brings decades of real world business experience to the virtual realm, helping individuals and businesses understand the value of social media on their terms. Her marketing experience has also proven to be not only ingenious during our 5 month social media webinar series, but strongly appreciated and valued by our 400+ participants. _____ has a dynamic personality that draws interest and encourages participation even through webinar. It has been a great pleasure working with her and I am excited to do many other projects together!

"I highly recommend _____ to present a program to your group or organization. Dee provided a wealth of information on resources for businesses; include [paid internships, staffing solutions, and how to use the advantages of LinkedIn, to the Dundee Township Rotary Club this week.](#) I've known _____ for many years and always find her very engaging, full of energy and knowledgeable. As marketing coordinator for the Kane County Dept. of Employment & Education, she has a lot of expertise to share. Take advantage of her presentation! _____ is also quoted in the Daily Herald today at <http://www.dailyherald.com/article/201110203/news/702039739/>"