

FUNCTIONAL RESUME - SAMPLE

JEAN T. BROWN

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OBJECTIVE

Summer Internship in law firm as Research/Paralegal Assistant

EDUCATION

Bachelor of Arts, Political Science
Louisiana Tech University, Ruston, LA
November 20-

PROFESSIONAL SKILLS AND ACCOMPLISHMENTS

Communication

- Led multiple groups of incoming freshmen in summer orientation activities. Conducted informational sessions and campus tours, instructed students in registration procedures, and participated in stage production entitled "Orientation Presents."
- Chaired monthly meetings of Resident Assistants in women's residence hall.

Public Relations/Promotions

- Served as volunteer student assistant in Student Life Office. Handled inquiries and made recommendations and referrals for students and campus visitors.
- Chaired committee to promote student support of an electronic communications program for advertising campus activities.

Research/Analytical/Organizational

- Assisted in researching, selecting, and organizing information relating to "Code of Student Rights, Responsibilities, and Behavior" for inclusion in Student Handbook.

Management/Decision-Making

- Served one term on Behavioral Standards Committee, a disciplinary agent to hear cases referred by Dean of Student Life. Reviewed 15 cases.
- Monitored 75 residents in University residence hall. Supervised \$4,000 programming budget and planned twelve annual educational/social programs. Increased resident attendance over previous two years by 36 percent.

Computer Systems and Applications

- IBM/PC - Lotus 1-2-3, WordPerfect, Excel
- Macintosh Power Mac - Aldus Pagemaker, Quark, Microsoft Word

ACTIVITIES AND AWARDS

- Behavioral Standards Committee, Student Member (20-)
- Student Government Association - Senator
- Outstanding Student Scholarship
- Louisiana Tech Rome - International Travel-Study Program (Summer 1999)