

FUNCTIONAL SAMPLE

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Credentialed resume writer with a demonstrated commitment to providing superior products and top-notch service

SUMMARY OF QUALIFICATIONS

Independent, self-motivated, and conscientious professional with strong customer focus. Excellent writing skills with extensive experience developing marketing materials, customer communications, and job search documents. Able to draw on diverse experience to understand client needs and develop effective, targeted resumes.

PROFESSIONAL HIGHLIGHTS

- Opened resume business, coordinating all aspects of start-up including creating and producing all business communications materials: brochures, business cards, flyers, and the company's Website.
- Established proven record of accomplishment in writing winning resumes and other job search documents.
- With background that spans the fields of research, development, manufacturing, marketing, technical service, administrative customer service, career development, training and project management, successfully work with technical, administrative, and executive professionals at all levels.
- Competently draw out key information from clients to effectively market skills and abilities.
- Astute and analytical; always operate with the understanding that knowing and adapting to the audience is the key to effective communication.
- Recognized for leadership and commitment to quality improvement. Strong track record of providing outstanding customer satisfaction.

CERTIFICATION

Certified Professional Resume Writer, Professional Association of Resume Writers, 2001

EMPLOYMENT HISTORY

WORLD CLASS RESUMES, *Owner*, 2000 to Present

RESUME.COM, *Elite Writer*, 2000 to Present

LIBERTY LIFE, *Implementation Consultant*, Voluntary Benefits Group, 1999 to 2000

KAPLAN, *Prep Course Instructor and Tutor*, 1999 to 2001

YORK OIL CORPORATION, *Senior Research Engineer*, Fuels Marketing Support, 1995 to 1999

EDUCATION

STATE UNIVERSITY, Master of Education (Counseling Psychology), 1999

CITY COLLEGE, Bachelor of Science (Chemical Engineering), 1995