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[written in 2003]

JOB OBJECTIVE: Office Assistant

SUMMARY

- Office experience that involved project management, computer work, and public interaction.
- Strong organizational skills. Resourceful. Able to set up new office systems and optimize existing ones.
- Skilled at providing clear communication to team mates.

RELEVANT EXPERIENCE

Organizational Skills

- Researched and purchased the Center's first computer, which streamlined administrative tasks within the first three months.
 - Installed software and trained office personnel on Microsoft desktop software.
 - Maintained and updated visitor records, using a simple database system most staff members could understand and use.
- Assisted in preparing building permit applications and tracking inspection schedules for house building project in 1999.
- Led volunteer efforts to provide food and shelter to more than 1,000 homeless per month in a rural Indian region with limited resources.
 - Set up a portable inventory tracking system that helped reduce expenses approximately 20%.
 - Organized schedules for more than 47 volunteers from a wide range of backgrounds and with various skill sets.
 - Developed a grassroots marketing campaign of flyers, radio announcements, and word-of-mouth to promote free services to the public.

Communications

- Wrote and designed brochures and flyers for public events such as food drives, concerts, and lectures.
- Drafted correspondence and official non-legal documents such as policy statements and press releases.
- Led team meetings to discuss upcoming projects, using humor and a diplomatic approach to resolve interpersonal conflict and keep projects moving forward.

WORK HISTORY

Team Leader and Student

Sanjay Gpترم Center, India, 1996-present

Carpenter's Apprentice

James Burke, Buffalo, NY, Summers when not in college, 1992-96

EDUCATION

Bachelor's Degree, Social Work, 1996
University of Buffalo, Buffalo, New York