

(Chronological Resume)

Judy Jones

6589 Arrowhead Drive
Cottonwood, AZ 86326
(928) 555-3333

Objective: A position in Office Administration that will utilize my skills and abilities.

Education: Associate of Applied Science in Office Administration
Yavapai College, Clarkdale, AZ May 1994 G.P.A 3.6

Courses included: Word Processing I, II, and III, Office Accounting, Business Financial Application, Business Communications, Business English, Keyboarding III, and Filing and Records Management.

Experience: Smith Corporation, Clarkdale, AZ 1996 to present
Business Manager

- Provided support to CEO, supervised staff and managed office.
- Developed hiring procedures, interviewed applicants, and made hiring decisions.
- Designed and conducted performance evaluations that helped improve employee performance and morale.
- Trained four new office staff.
- Worked with employees to reorganize office procedures resulting in improved efficiency and savings of \$3000 per year.
- Arranged travel for chief executive officer.

New Horizons Real Estate, Cottonwood, AZ 1994-1996
Administrative Assistant

- Provided support to 12 realtors.
- Revised filing system saving ten hours per month.
- Recommended and received approval to install new bookkeeping software.
- Reduced bookkeeping time by 8 hours per month and reduced errors by 5%.

Skills: Competent with MS Office; type 65 wpm.

Affiliations: Volunteer Big Sister; American Cancer Society Volunteer; Yavapai College Accounting Club (President 1994-95).

Interests: Downhill skiing; hiking; golf.