

(Functional 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.

Relevant Experience

Supervising: Managed an eight-person 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 in procedures and in use of Microsoft Word. Developed office procedures and accompanying desk manual.

Organizing: Worked with employees to reorganize office procedures resulting in improved efficiency and savings of \$3,000 per year. Revised filing system saving ten hours per month. Frequently arranged travel for chief executive officer.

Bookkeeping: Recommended, and received approval to install new bookkeeping software. Used this software to reduce bookkeeping time by 8 hours per month and reduce errors by 5%.

Technical Skills

- Competent with Microsoft Office 97
- Type 65 words per minute
- Operate 10 key by touch

Employment History

Smith Corporation, Clarkdale, AZ 1996 to present
New Horizons Real Estate, Cottonwood, AZ 1994 to 1996