

Sample Functional Résumé

Shelley Reeves

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OBJECTIVE: Family and Child Development Assistant with the Department of Children and Families Advocacy Group

EDUCATION: Bachelor of Science in Family and Child Development, University of Central Florida, Gainesville, FL **Summa Cum Laude**

Earned numerous scholarships and awards for academic excellence including:

President's Honor Roll

Families Heart Excellence Scholarship

John Williams Scholarship

Beckles Honor Award Scholarship

Received certifications in **CPR** and **First Aid** from the Red Cross, Okinawa, Japan

RELEVANT SKILLS:

Child Care

- Prepared nutritious meals for children and safely transported them to various scheduled activities
- Planned and implemented educational and recreational activities for four children ages newborn to six years; developed arts & crafts, games, and reading activities

Administrative

- Answered multi-line phone system for six nurses and three staff members
- Scheduled classes, assembled information packets, and filed confidential records; maintained over 500 paper files
- Recognized by management for hard work, dedication, and outstanding customer service
- Worked extensively with MS Excel, Word, Power Point and Outlook

Event Planning

- Planned, developed, and created advertising materials for monthly events using MS Publisher
- Performed editing, layout, and design for the monthly newsletter in MS Word

WORK HISTORY

Clerk, Women, Infants, and Children
Public Relations Coordinator, USO
Stay-at-home Parent

Okinawa, Japan
Okinawa, Japan
Norfolk, VA