

# SAMPLE FUNCTIONAL RESUME

## Jonathan Reeves

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### OBJECTIVE

Experienced professional seeking a position in marketing, where my experience and education will contribute to the success of the organization.

### PROFESSIONAL PROFILE

- Experience in public relations writing, communications, and media relations
- Results-driven and effective team leader with exceptional interpersonal skills
- Highly flexible and adaptable; able to multi-task and thrive in a fast-paced environment
- Ability to coordinate numerous time-sensitive projects
- Exceptionally motivated self-starter and creative problem-solver who works hard and welcomes a challenge

### EDUCATION

#### Methodist University

*Bachelor of Science in Business Administration*

Minor: Marketing and Spanish

GPA: 3.75

Awards:

- Dean's List 20xx-20xx
- Presidential Scholarships 20xx – 20xx

Fayetteville, NC

May 20xx

### SKILLS AND QUALIFICATIONS

#### Marketing Experience

- Communicated with Spanish speaking customers
- Trained in public relations writing, communications, and media relations
- Promoted events and programs for student activities
- Assisted in writing, organizing, and distributing the school newspaper and year book
- Edited promotional materials for publication and distribution
- Solicited advertisements from local businesses

#### Leadership Experience

- Selected as Chairperson of special-events committee that planned annual fundraisers, dinners/dances
- Appointed to Board of Directors that coordinates activities for more than 2,000 students.
- Chosen to represent students designation of \$3,000 from special events and fundraisers for cancer
- Represented students on committee involving university policies and procedures

#### Organizational Experience

- Assisted in organizing and registering 21,000 runners for a 10k
- Assisted with the coordination of a performance involving 100 volunteer actors, musicians, and crew
- Collaborated with professional convention planners and caterers for events
- Coordinated decorations, food/beverage, and entertainment for formal events with up to 500 guests
- Organized fundraising dinners for charitable causes on a limited budget
- Wrote, designed, and published newsletters and advertisements

### PROFESSIONAL EXPERIENCE

**Methodist University Student Employment**, *Student Activities*, Fayetteville, NC; August 20xx - Present

**Fayetteville Arts Council**, *Intern*; Fayetteville, NC; August 20xx - Present

**Convention & Visitors Bureau**, *Intern*; Clearwater, FL; Summer 20xx, 20xx, 20xx