

# SAMPLE: FUNCTIONAL RESUME



## Business Career Services

### Seymore Offers

#### Campus Address

759 Big Spender Blvd.  
Columbia, MO 65201  
Mobile: (573) 555.9748

#### Permanent Address

315 Investment Ave.  
Kansas City, MO 64429  
Seymoreo@leaders.edu

#### EDUCATION

##### **University of Missouri – Columbia**

Bachelor of Science, Business Administration  
Emphasis: Management  
Expected: May 2009  
GPA: 3.5/4.0

##### **Universidad de Alicante, Alicante Spain**

2006 Summer Study Abroad

##### **Communication Skills**

- Addressed and resolved customer concerns related to fraudulent credit card activity
- Presented weekly transaction reports to upper level management
- Corresponded with operating departments to implement new company-wide recycling program

##### **Problem Solving Skills**

- Discovered and resolved over \$3,000 in duplicate billing errors
- Coordinated monthly budget meeting with upper level management team

##### **Time Management Skills**

- Directed the work of three Administrative Assistants on a daily basis
- Generated daily financial reports and investigated suspicious transactions in a timely fashion

##### **Shelter Insurance, Columbia, MO (6/04 – 6/07)**

*Administrative Assistant*

##### **Citibank, Columbia, MO (5/03 – 8/03)**

*Customer Service Representative*

##### **Alpha Kappa Psi, University of Missouri – Columbia (8/04-5/05)**

*Treasurer*

##### **University Hospital Children's Center, Columbia, MO (8/05 – Present)**

*Volunteer*

#### SKILLS SUMMARY

#### WORK HISTORY

#### ACTIVITIES