

Sample Functional Resume

Bob Brown
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Education: York College, City University of New York Jamaica, NY
Bachelor of Science, Computer Science
Anticipated date of graduation: June, 2007
G.P.A: 3.7

Honors: York Scholars Program (2005-Present)
Computer Science Honor Society
Outstanding Supervisor Award-Speedy Parcel Service Award

Skills:

Supervisory Responsible for controlling production; efficiency; employee motivation, promotion, and discipline
Supervisor of 25 floor employees during second shift
Project leader for internship consulting project

Technical Programmed various applications using COBOL, CICS, JCL, PASCAL; Assembler on IBM OS system
Analyzed and designed systems case studies
Designed and implemented an inventory tracking system for automotive parts distributor
Experienced with DBASE II and Masterfile programs

Communication Consulted with clients concerning systems operation
Advised technical managers in operational techniques
Trained new employees and held communications meetings
Evaluated employees in performance reviews
Conducted oral presentations for internal and external audiences

Employment Operations Supervisor, April 2004 – Present
Fastest Parcel Delivery Corporation, NY, NY

Destination Specialist, May 2002 – April 2004
Nice Shipping, Inc. South Ozone, NY

References available upon request