

JANE Q. DOE

Proficient Program Manager • Caring Educator • Media/Design Expert • Customer Service Professional

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OBJECTIVE

As a motivated individual with a broad spectrum of work experience, I am seeking to secure a position that will blossom into a fulfilling career. Although my area of expertise is in interacting with the public and in creative services such as graphic design, photography, writing and communications, I also have a working knowledge of management, secretarial, financial, and organizational duties, retail service, and caretaking. My people skills, courtesy, and genuine friendliness have been an asset in previous employment as I have worked with people of all ages, but I specialize in working with adolescents. In addition to being self-motivated and possessing strong organizational skills, I display close attention to detail; exercise flexibility and creativity in the work environment; and perform well both as a leader and as part of a team.

QUALIFICATIONS

- More than ten years experience working with local school districts, either as an employee or a partner.
- Experience working in extracurricular or after-school programs, and with students in a classroom setting. Knowledge of general school curriculum, student services, and graduation requirements. Have ability to organize activities, volunteers, tutors, and resources to meet the specific needs of students at all sites.
- Nearly five years experience working with grant-funded programs, including four years as a grant director and grant writer. Possess skills to establish, enforce, and maintain discipline procedures for related programs. Have ability to collect relevant academic and demographic data, assess student skill levels, design and monitor interventions, maintain and secure records. Have ability to conduct a needs assessment to use in planning and implementing effective activities and programs for all sites. Have successfully written several grants which were awarded.
- Extensive experience working with at-risk youth, particularly at the alternative school setting.
- Possess excellent communication skills, both orally and written, in a variety of venues. Frequent public speaker and contributor to local newspaper and radio station.
- Above-average experience with personal computers (PCs and Macs), as well as experience with a variety of graphic design, photo editing, Web page content and design, word processing, spreadsheet and database programs.
- Organized, responsible, dedicated, flexible, dependable, prompt, and a problem solver.
- Possess ability to maintain effective work relationships and interact harmoniously with a diverse group of people, including career professionals, community and organizational leaders, faculty and staff, parents, students and the general public. Resourceful, tactful, and use good judgment in identifying and resolving problems.
- Able to accept commendations and recommendations constructively, and possess skills to distribute to others as necessary.
- Offer a diverse network of references who can vouch for determination, reliability, integrity and professionalism on and off the job.

EMPLOYMENT EXPERIENCE

06/08 to 06/12: XYZ Program Coordinator. XXXX/Anytown, AB – Oversee all program, budget, and personnel aspects of the tri-county initiative; write and manage grants and grant-funded program; serve as liaison between grant and school district; facilitate regular middle and high school tobacco prevention club meetings; recruit, communicate with and build relationships with local youth; oversee and assist students in organizing special events in the schools and community; maintain supplies and incentive materials; communicate with the media by submitting press releases when necessary and encouraging students to write articles; talk to middle and high school students about the importance of being tobacco free in health classes and at health fairs; attend trainings and collaborate with facilitators in DEF County and formerly in GHI County; maintain records of all personnel documents, financial records, activities. Contact: XXXX, Director, (123) 555-1234.

10/11 to present: XYZ Subcommittee chairperson. XXXX /Anytown, AB – Facilitate meetings of the tobacco subcommittee; address issues related to tobacco prevention; present to boards of health and government as necessary. Contact: XXXX, XXXX Interim Director, (123) 555-1234. (Note: XXXX, former director, is no longer employed with the county.)

05/09 to present: Coalition XYZ secretary (through 11/11) and subcommittee member (present). XXXX/Anytown, AB – Recorded detailed notes of all regular coalition and subcommittee meeting activity; participate in all coalition activities when applicable; provide detailed feedback on appropriate program reports; provide data for coalition reports. Contact: XXXX, Coalition Director, (123) 555-1234, ext. 100.

11/07 to 06/08: XYZ Communications Specialist. XXXX/Anytown, AB – Oversee all communications with the media for the XYZ Initiative in ABC, DEF, and GHI Counties, including press releases, photographs and announcements; serve as media liaison and coordinate with editor, copy editor and education reporter at the local newspaper on various articles; maintain a record of all related news articles in office log book; create and assist in implementing the 8-step communications plan with personnel, partnering

agencies, local officials, parents and students; build, design and manage the multi-faceted Web site, including designing page layout and navigation, uploading downloadable resources, documents and forms, linking to dozens of outside Web sites and communicating with all department officials about site content and design; assist in data collection and evaluation for both XYZ and the state alcohol grant; design and supervise creation of a regular inter-office newsletter for the entire XYZ Council, including coordinating with personnel from each agency involved for newsletter content and distribution; teach middle school journalism class one day each week; design all office documents such as business cards, stationery and promotional literature; assist in administrative duties such as answering telephone, e-mails and interacting with students and school staff. Contact: XXXX, Assistant Superintendent, or XXXX, former administrative assistant to the project director, (123) 555-1234 (Note: XXXX, former project director, is no longer employed with the district.)

- 11/07 to 06/08: XYZ facilitator.* XXXX/Anytown, AB – Facilitate regular middle and high school tobacco prevention club meetings; recruit, communicate with and build relationships with local youth; oversee and assist students in organizing special events in the schools and community; assist coordinator with various administrative duties, such as organizing office space, supplies and incentive materials; assist in communications with the media by submitting press releases when necessary and encouraging students to write articles; talk to middle and high school students about the importance of being tobacco free in health classes and at health fairs; attend trainings and collaborate with facilitators in DEF and GHI counties; maintain close records of all activities. Contact: XXXX, (former) tri-county tobacco prevention coordinator, (123) 555-1234.
- 01/06 to 10/07: Staff Writer/Copy Editor.* XXXX (Big Company, Inc.)/Anytown, AB – Reported on breaking news and community events, primarily education, religion and community; designed, paginated and aligned pages; built graphics and charts; edited and proofread copy, including the front page; uploaded editorial department Web content, including photographs; oversaw copy, layout and photography for several special sections; took photographs and edited in Photoshop; communicated regularly with the community and various government and educational agencies via telephone, e-mail and personal interaction. Contact: XXXX, publisher, or XXXX, editor, (123) 555-1234.
- 02/04 to 01/06: Freelance Photographer/Writer/Graphic Designer.* Self-employed via Jane Doe Digital Photography and Freelance Media Services/Anytown, AB – Designed advertising packages, custom logos, coordinated advertising for clients; photographed various events and special occasions; composed press releases and covered special events. References and samples available.
- 06/04 to 09/05: Media/Communications Director, Ministry Assistant, photographer.* XXXX/Smallville, GA – Media/Communications Director: Designed and published regular multi-page informational bulletin; designed, built and submitted newspaper and television advertisements; supervised all publications, including posters, press releases, mailings, programs and other literature; took photos of special events, church summer camp, mission trips and for church publications. Ministry Assistant to the associate pastor: Handled telephone calls, organized files and office space, typed documents, input church data and assisted with other secretarial duties. Contact: XXXX, (former) associate pastor, (456) 555-1234.
- 03/04 to 06/04: Publicity Writer, company photographer, Web page designer, secretarial assistant.* XYZ Company/Anytown, AB – Published weekly company newsletter and prayer list; managed Web site and related correspondence; maintained contact with area newspapers through press releases; took scenic and residential photography for company publications; answered telephones and performed other secretarial duties. Contact: XXXX, owner/broker, (123) 555-1234.
- 12/01 to 02/04: Staff Writer, photographer.* XXXX (Big Company, Inc.)/Anytown, AB – Reported on breaking news and community events, mainly crime and public safety; wrote news and feature stories; took photographs; edited and proofread copy; assisted in layout and design, some secretarial duties. Contact: XXXX, publisher, (123) 555-1234.
- 01/02 to 02/03: ABC School Site Director.* XXXX/Anytown, AB – Supervised an after-school program for preteen students in grades 6-8. Managed students, provided homework assistance, coordinated educational and physical activities, maintained student emergency and education information and fees, contacted parents/guardians. Contact: XXXX, former principal, (123) 555-1234 (Note: Former Executive Director XXXX, who oversaw my position, is no longer employed with the company).
- 10/01 to 12/01: Infant/Toddler Caretaker.* ABC Daycare/Anytown, AB – Supervised, fed and cared for children ages 6 weeks to 2 years. Contact: XXXX, director. (123) 555-1234.
- 05/01 to 08/01: Floral Assistant.* XYZ Florist/Anytown, AB – Maintained showroom, floral design room, and flower storage coolers; delivered flowers across tri-state area; accepted orders; arranged flowers; understudy of professional florist/events coordinator. Contact: XXXX, owner/manager. (123) 555-1234.
- 04/00 to 07/00: Editorial Staff Intern.* Big Daily Paper/Small City, FL – Wrote feature stories, edited and typeset stories and answered phones. Contact: XXXX, features editor, (987) 555-1234 (Note: Former Managing Editor XXXX, who oversaw my position, is no longer employed with the company).
- 12/99 to 07/00: Cashier/Stocker/Pharmacy Assistant.* ABC Drugs/Small City, FL – Assisted customers, operated cash registers, filled prescriptions, maintained health/beauty items, stocked and cleaned store. Contact: XXXX, manager. (987) 555-1234. (Note: Eckerd Drugs was bought by CVS in 2006.)
- 05/95 to 07/00: Housekeeper.* XXXX (elderly neighbor)/Small City, FL – Duties included weekly cleaning, dusting, vacuuming and sweeping of house; mowed lawn; occasionally delivered hot meals. (Deceased.)

EDUCATION AND TRAINING

- Honors diploma and Valedictorian, ABC High School (Anytown, AB) May 1901
- Associate of Arts with honors, XYZ Community College (Anytown, AB) December 1903
- Microsoft Office Continuing Education Seminar by Career Track (Metro City, GA) April 1905
- ABC Publishing Ministry Writer's Seminar (Pretty City, CO) April 1905
- AB Press Association "Law and Order" Seminar (Little City, AB) October 1906
- AB Press Association Excellence in Reporting Seminar (Capital City, AB) February 1907
- AB Health and Wellness Trust Fund/School Nurse Association of AB Media Training (Anytown, AB) October 1907
- American Lung Association "Not on Tobacco" N-O-T facilitator training (Nowhereville, AB) December 1907
- AB Health and Wellness Trust Fund Annual Conference (Airport City, AB) October 1908
- QUVWXYZ Adult Leader Training (Tinytown, AB) November 1908
- National Conference on Tobacco and Health (Hot Metro, AZ) July 1909
- AB Health and Wellness Trust Fund Annual Conference (Airport City, AB) October 1909
- AB Health and Wellness Trust Fund Annual Conference (Huge City, AB) October 1910
- AB Department of Health and Human Services/Division of Public Health/Tobacco Prevention and Control Branch Annual Conference (Huge City, AB) September 1911
- AB Department of Health and Human Services/Division of Public Health/Tobacco Prevention and Control Branch Annual Conference (Capital City, AB) April 1912

HONORS AND AWARDS

- Committee Chairperson, Darling Neighborhood Home and Property Owners Association, 1912-1913
- AB Alliance for Health/Tobacco Prevention and Control Branch, One of three counties selected to host state Town Hall Meeting (Anytown, AB), 1912
- AB Department of Health and Human Services/Division of Public Health/Tobacco Prevention and Control Branch Guest speaker, AB House Speaker Big Chauvinist' Town Hall Meeting (Anytown, AB), 1911
- AB Health and Wellness Trust Fund Annual Conference Featured Speaker, 1909
- Winner of Distinguished University Divinity School's Excellence in Religion Reporting, Community Division, AB State Press Association, 1907
- First Place, News Reporting, Big Company, Inc., 1906
- First Place, News Feature Writing, AB State Press Association, 1906
- First Place, Investigative Reporting, AB State Press Association, 1906
- Second Place, News Enterprise Reporting, AB State Press Association, 1906
- Third Place, News Enterprise Reporting, AB State Press Association, 1906
- Third Place, Feature Writing, AB State Press Association, 1906
- Missionary team leader, XXXX Church, Mexican City, Mexico, 1905
- Secretary, Cute Community Homeowners Association, 1904-1907
- Guest Speaker, Anytown, AB Civitan Club, 1904
- Honorary Guest Presenter at Career Day, ABC High School, 1903
- Winner of Photography Contest (featured in 2004 calendar), MNOP Coalition, 1903
- President of Student Government Association and Honorary Board of Trustees Member, XYZ College, 1902-03
- Second Place, Best Feature Story, AB State Press Association, 1902
- Top of graduating class and winner of a dozen academic achievement and leadership awards, ABC High School, 1901

OTHER SKILLS

- Graphic designer of literature, advertisements and logos
- Web master and designer
- Digital photographer and photo editor
- Fluent in American Sign Language; versed in Latin; some Spanish, Chinese
- Freelance and professional writer
- Drama, music and public speaker
- Watercolor painter, jewelry maker, amateur seamstress
- Gardener, landscaper, floral arrangement/designer, interior decorator
- Electric and acoustic guitar player

PERSONAL REFERENCES

- XXXX, relationship, (123) 555-1234
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