

FUNCTIONAL RESUME EXAMPLE

MAURICE MANNING

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OBJECTIVE Seeking a position in human resources, utilizing strong interpersonal communication and management skills.

SKILLS

Management

- Supervised and directed the daily activities of a staff of seven clerical personnel, including training, scheduling and workflow distribution
- Appraised employee performance levels based upon individual and team objectives
- Conducted monthly staff meetings and fulfilled the role of an effective liaison between management and support staff

Recruitment

- Wrote vacancy notices to accurately reflect the qualification requirements for clerical positions
- Utilized written and online resources to advertise vacancies and generate applicants
- Performed all aspects of the hiring process for support staff, including prescreening, behavioral interviewing, assessment of qualifications, and reference checks
- Negotiated wage and benefit agreements

Communication

- Developed an employee procedures manual for distribution to all new employees during orientation
- Organized and facilitated two in-service training programs for a staff of 20
- Coordinated with personnel office on EEOC compliance
- Utilized listening and verbal skills to resolve technical, professional, and interpersonal conflicts among individuals from diverse backgrounds

Technical

- Experienced with PC and mainframe computer operations
- Recently achieved Microsoft Office Suite certification
- Mastered new word-processing program in two weeks

PROFESSIONAL EXPERIENCE

Office Manager, Editorial Department, Akron Beacon Journal, Akron, Ohio
1997 - Present

Administrative Assistant to Vice President, American Greetings, Inc., Cleveland, Ohio
1993 - 1997

EDUCATION

Kent State University, Kent, Ohio
Bachelor of Arts, May 1993
Major: History
GPA: 3.3

REFERENCES

Available upon request