

# FUNCTIONAL RESUME

A functional resume highlights areas of strength or skill that both describe experiences and relate to eventual career goals. Titles and employers are emphasized less.

## Best to use when:

- You have had a variety of work experiences that might be relatively unrelated
  - Job and activity titles are not directly related to career goal
  - You are applying for different positions requiring the same skills
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## JOSEPH R. PHOENIX

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### EDUCATION:

**University of Wisconsin- Green Bay**, Green Bay, Wisconsin  
Bachelor of Science Degree, May 20XX  
Major in Public Administration, Minor in Economics  
GPA 3.4/4.0

### SKILLS:

#### **Organizational/Administrative**

- Planned and implemented educational programs for 30 campers
- Organized weekly meetings to discuss events and concerns of campers
- Monitored \$10,000 budget for supplies and resources needed by camp staff
- Managed all aspects of a kitchen for 100 students
- Maintained inventory of food and supplies
- Organized kitchen functions for efficient service
- Ordered merchandise for small shop
- Reorganized shop for more effective service
- Maintained records of maintenance requests and processed housing contracts

#### **Interpersonal/Supervisory**

- Assisted campers with interpersonal and social concerns
- Administered camp policy and disciplined campers when necessary
- Trained four students to assist with educational programs
- Supervised three assistants to help with kitchen operations
- Trained two salespersons on store operations

### WORK EXPERIENCE:

Sales Assistant, Mr. Golf, De Pere, Wisconsin, September, 20XX – Present  
Educational Director, Camp Wahita, New Falls, Wisconsin, Summer 20XX  
Kitchen Supervisor, Camp Discovery, Ashland, Wisconsin, Summer 20XX  
Office Assistant, Residence Life, University of Wisconsin- Green Bay, 20XX – 20XX

### REFERENCES:

Available upon request