

Functional/Skills-Based Resume

ALETHA WATMAN

UNTIL May 15, 2005
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AFTER May 15, 2005
12955 Bleekman Street
Pontosa, OK 73337
(834) 555-9001

PROFESSIONAL OBJECTIVE

A career in personnel management that involves coordinating, communicating, and training

EDUCATION

Carlman College; expected graduation, May 2005
Bachelor of Arts degree in Organizational Psychology
Minor: General Management
GPA (6.0 scale): Major and minor 5.9; Overall 5.6
Major-Related Courses:
Personnel Management, Interviewing, Labor Relations, Industrial Psychology, Organizational Communications, Persuasion, Public Relations, Psychological Testing, Business Writing, Marketing

SKILLS

Coordinating

- Organized campaign for Homecoming Queen candidate
- Supervised dining room preparation at the Sheraton Plaza Hotel

Communicating

- Underwent 150 hours of training in peer counseling techniques
- Delivered a seminar on peer counseling for the American Personnel Guidance Convention, Washington, D.C., 2004
- Handled customer complaints

Training

- Supervised peer counseling program in college dormitory
- Instructed other employees in proper food and beverage service

WORK EXPERIENCE (paid for 100% of college expenses)

Food Server, Carlman Memorial Union; Fall 2001 to present
Salesperson, University Book Store, Carlman College;
Sept. 2001–May 2002
Food Server, Sheraton Plaza Hotel, University City, Louisiana;
June–Aug. 2001

HONORS

Member of Psi Chi (Psychology Honor Society)
Dean's List (8 semesters)

REFERENCES

Available on request