



Functional Resume Sample

Mary Functional
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Education

Funtown State University – Funtown, North Carolina
B.S. in Social Work, Spanish emphasis | Graduating December 2020

Skills and Experience

Training/Leadership Skills

- Conducted over 100 one-to-one resume, cover letter and job interview mentoring sessions which assisted college students in presenting themselves successfully to potential employers.
- Directed the training and teaching of 6 instructors and 2 instructor supervisors for several college-level general studies course sections.
- Coached junior employees in time saving techniques, company policies and sales tips.
- Trained and oversaw the efforts and activities of a small team of full-time volunteers for 9 months.
- Managed and monitored the online discussions and assignments for 90 freshmen in a general studies course.
- Consulted with 20-30 students a week in one-on-one settings, giving positive and constructive feedback.
- Accommodated individual students with learning and language disabilities to help them succeed.
- Maximized capacity to meet needs of students and office staff by taking initiative to apply and adapt to rapidly changing policies and procedures.
- Encouraged academically and emotionally struggling 12-year old student through positive activities and instruction.

Organization/Coordination

- Prepared and presented 45-minute life-enhancement lessons daily to inner-city youth, inspired ten students to love learning and fulfil responsibilities through effective course instruction and delegating class duties.
- Provided 40 hours per week of service for 13 months, which involved planning and teaching life improvement lessons to Hispanic children, youth and adults.
- Contributed to an effective annual career fair by coordinating with participants, setting up equipment, and staffing aspects of the event.
- Increased camp enrollment through innovative advertising and new enrollment activities.
- Organized enrollment campaign and delegated assignments to 15 other students.
- Spearheaded the planning of 'Oppression Awareness Week' activities for over 2,000 students.