

FUNCTIONAL RESUME SAMPLE  
**JANE KINGSBOROUGH**  
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**SUMMARY**

- Administrative professional with over 5 years of experience
- Fluent in Spanish
- Strong communication and interpersonal skills
- Excellent organizational skills
- Possesses excellent organizational and communication skills
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook

**ACCOMPLISHMENTS**

**Administrative Support**

- Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion, ensuring that they pay explicit attention to company policies and minute details
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintained utmost discretion when dealing with sensitive topics
- Managed travel and expense reports for department team members
- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, always being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

**Customer Service**

- Memorized entire line of company products & services, including prices and special discounts
- Provided basic technical support for clients on a wide range of company products, resolving issues at a 90% rate
- Remained courteous and calm, even during moments of customer dissatisfaction

**WORK HISTORY**

*College Assistant, Kingsborough Community College (CUNY), 7/2018 – Present*

*Administrative Assistant, Brooklyn Academy of Music, 10/2012 – 7/2018*

*Camp Counselor, Happy Children Day Camp, 6/2009 – 10/2012*

**EDUCATION**

**Kingsborough Community College (CUNY)**  
*Associate of Arts in Liberal Arts, June 2018*

Brooklyn, NY