

Example of a Functional Resume

Robert M. Lewis

1630 Sage Drive
Walnut, CA 90789

(909) 234-5678
Rlewis@gmail.com

Skills:

Accounting Skills

- Prepare all monthly, quarterly and year-end financial reports for a non-profit, professional organization with a \$150,000 annual budget
- Handle all AR and AP functions including billing, charitable donation receipts, and project disbursements equaling over \$250,000 annually
- Handled purchasing, sales, and daily and monthly financial reports for office supply company with annual sales of \$1,000,000

Management Skills

- Oversee property management of 3200 sq. ft. building including maintenance, tenant leasing agreements, and rent collection
- Hire and supervise a staff of up to 25 people for a professional organization
- Hired, scheduled, evaluated, and supervised up to 20 staff for company with two retail stores and a warehouse

Marketing Skills

- Design and produce full color layout of monthly newsletter, quarterly magazine, and annual directory
- Built and continue to maintain daily the association's website
- Interface with 1100 association members on the phone, by mail, and in person. Increased association membership renewals by 15% in two years.

Employment:

Comptroller and Office Manager
California Chiropractors Association

January 2010 - present

General Manager
Conley's Office Products

October 1998 – December 2009

Education:

Colorado State University, Fort Collins, Colorado

MBA, Business Management 3.8 GPA

June 1997

B.A., Accounting 3.6 GPA

June 1994

Example of a Chronological Resume

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Employment:

Comptroller and Office Manager January 2010 - present
California Chiropractors Association

- Prepare all monthly, quarterly and year-end financial reports for a non-profit, professional organization with a \$150,000 annual budget
- Handle all AR and AP functions including billing, charitable donation receipts, and project disbursements equaling over \$250,000 annually
- Hire and supervise a staff of up to 25 people for a professional organization
- Compute payroll including federal, state, unemployment, and worker's compensation deductions and quarterly payments for 25 employees
- Oversee property management of 3200 sq. ft. building including maintenance, tenant leasing agreements, and rent collection
- Design and produce full color layout of monthly newsletter, quarterly magazine, and annual directory
- Built and continue to maintain daily the association's website
- Interface with 1100 association members on the phone, by mail, and in person. Increased association membership renewals by 15% in two years.

General Manager October 1998 – December 2009
Conley's Office Products

- Handled purchasing, sales, and daily and monthly financial reports for office supply company with annual sales of \$1,000,000
- Hired, scheduled, evaluated, and supervised up to 20 staff for company with two retail stores and a warehouse
- Computed payroll including federal, state, unemployment, and worker's compensation deductions and quarterly payments for 20 employees

Education:

Colorado State University, Fort Collins, Colorado

MBA, Business Management	3.8 GPA	June 1997
B.A., Accounting	3.6 GPA	June 1994