

Sample Skills-Based Resume

JOHN R. DOE

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Qualification Summary

Commerce student with strong organizational, communication, and interpersonal skills. Able to work on multiple tasks with minimal supervision, individually or as part of a team. Customer service and financial administration experience. Capabilities include:

- Public Relations
- French/English Bilingual
- Problem Solving
- Customer Service
- Computer Experience
- Financial Accounting

Experience Highlights

Financial Operations and Accounting

- Responsible for planning, making, and recording transactions for operating budget at student employment centre.
- Participated in review of student union finances.
- Completed coursework in financial operations, including Intermediate Accounting, Public Finance, Macroeconomic Theory, and Intermediate Statistics

Communications and Public Relations

- Gave numerous public presentations on services offered by student employment centre to students and youth, employers, and community groups.
- Promoted employment related events through media, presentations, and personal contact.
- Represented the interests and concerns of Commerce students at Brandon University Student Union.

Organizational Skills

- Maintained comprehensive records and fulfilled regular financial, statistical, and narrative reporting requirements for student employment centre.
- Co-ordinated several special events, including supervising student workers, arranging publicity, and managing sales.
- Organized a more efficient work scheduling system for civic green-space maintenance in Town of Manitou

Employment and Volunteer History

COMMERCE REPRESENTATIVE, Brandon University Student Union, September 2003 – Present
STUDENT EMPLOYMENT OFFICER, MB Education and Youth, Brandon, MB May – August 2003
VOLUNTEER FUNDRAISER, Canadian Cancer Society, July 2002 – Present
GREEN TEAM STUDENT, Town of Manitou, Manitou, MB, June – August 2002

Education

BRANDON UNIVERSITY, Brandon, MB
Bachelor of Commerce (Psychology minor), will graduate May 2005. (G.P.A. 3.4)

References available upon request