

## RESUME EXAMPLE - Joan Jobseeker

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### PROFESSIONAL/CAREER SUMMARY

High level career overview. 2-3 sentences that include your years of professional experience, accomplishments, top skills, and strengths as they relate to the position and what you're looking for in your next role.

#### Key Accomplishments:

- 2 - 3 bullet points using \$, % or #
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**Skills:** Leadership | Project Management | Prioritization and Problem-solving | Research and Analysis | Communication (written and verbal) | Discretion

#### Technology skills:

**Microsoft Programs:** Word | Excel | PowerPoint | Access | Outlook | SharePoint

**Accounting & CRM:** QuickBooks | Sage 50 Pro Accounting | Oracle PeopleSoft CRM | Salesforce

**Remote:** Zoom | Microsoft Teams | Webex

#### Professional Development:

ABC Learning Provider Lombard, IL  
Microsoft Office Specialist Certified

5/2023

#### Work Experience

##### Jones Household, Lisle IL

9/2011 - Present

Caregiver

- Accomplishment
- Accomplishment

##### ABC Medical Office, Lisle IL

3/2001 – 8/2011

Office Manager

11/2022 - Present

- Accomplishment
- Accomplishment

Administrative Assistant

3/2009-11/2022

- Accomplishment
- Accomplishment

#### Education:

Roosevelt University, Chicago, IL  
Master of Arts, Business Administration

Saint John's University Collegeville, MN  
Bachelor of Science, Hospitality Management