

Example of a functional resume

J. D.

30 South Street ! Boston, MA 02128 ! (617) 288 - 0000

Profile

Hospitable, outgoing and engaging customer service worker. Possess two years experience serving customers of Loews Theaters. Attentive to detail, willing to learn and enthusiastic.

Skills & Qualifications

Public Relations

- ! Served as a committee member to raise public awareness of issues facing individuals with disabilities.
- ! Demonstrated use of Hoya lift to new employees.
- ! Participated in Walk for Hunger fund-raiser.

Customer Service

- ! Greet patrons of Loews Copley Place and Cherie Theaters and direct patrons to the appropriate show.
- ! Maintain a safe and pleasant work environment for other employees and customers.
- ! Problem solve when customers need assistance.

Assembly

- ! Separated office refuse and placed in appropriate bins for recycling.
- ! Performed packaging and quality control of nails.
- ! Placed seals on envelopes to be mailed.

Work History

Present	Ticket Taker	Loews Theater, Harvard Square
2010 – 2012	Ticket Taker	Loews Theater, Copley Place/Cherie
2001 – 2006	Committee Member	MetroBoston Human Rights Committee
2001	Volunteer	Governor Weld Election Campaign
2000-2001	Volunteer	Walk for Hunger
2000-2005	Office/Assembly	Community Workshops
2005	Volunteer	Sherbon Police Department

Education

1998	Graduate	Life Experience School, Sherbon, MA
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