

A 27-Job Experience Resume for NeDa Job
Physical or Mailing Address
City, State, ZC
Phone # (Voice; Cell; FAX; or Message Phone)

OBJECTIVE

What????? – Must Be Clear to the Reader

PROFESSIONAL QUALIFICATIONS

- Highly organized with ability to perform in pressure situations.
- Works independently and as a cooperative team member.
- Problem-solver -- seeks resourceful and creative alternatives.
- People & challenge oriented; interacts with all management levels.
- Designed & implemented training programs

PROFESSIONAL ACCOMPLISHMENTS

SUPERVISION AND ADMINISTRATION

- Supervised data collection and television panel household recruitment by 40 field interviewers in 53 counties, 430 areas, 4 states.
- High employee retention through innovations such as flextime.
- Grantsmanship: \$150,000 operations and training

TRAINING AND COMMUNICATIONS – Most recent or important in recent years first.

- Maintained highest (88%) television ratings panel retention rate.
- Conceptualized & presented workshops & in-service training courses.
- Developed an original recruitment model in a minority group residence.
- Created & hosted monthly radio series of International Year of the Family (name the year).
- Edited promotional brochures and newsletters.
- Wrote weekly column, Consumer Answer Box, Local Newspaper (say which one).

PROFESSIONAL EXPERIENCE (Most recent first)

Job Title, Firm, City, State	20xx-xx
Job Title, Firm, City, State	19xx-xx
Job Title, Firm, City, State	19xx-xx

EDUCATION & CERTIFICATIONS

Degree Name of Degree, University (most recent is first)
Certification – Spell out the certification followed by the abbreviations
Degree Name of Degree, Vocational-Technical Institute