

Functional Resume Example 1:

Source:

[http://www.auburn.edu/student\\_info/student\\_affairs/success/career/students/handbook.pdf](http://www.auburn.edu/student_info/student_affairs/success/career/students/handbook.pdf)

## **Functional Resume**

**MARY HERNANDEZ**

47 Princeton Avenue  
Birmingham, AL 38838

**SUMMARY:** Research and Development Programmer Analyst with three years part-time experience in providing programming support to Development Engineers in the development of state-of-the-art Communications Controller. Proficient in the use of Data Analyzer type equipment for studies and troubleshooting network problems.

**TECHNICAL CAPABILITIES:** ■ In-depth knowledge of SNA/ACP/NCP functions of a Communications Controller in the PEP environment.

■ Proficiency in SNA/ACP/NCP intervals.

■ Proficiency with SDLC, various trace facilities, ALO and TSO/WYLBUR/SPF.

■ Expert in use of Data Analyzer equipment.

**EXPERIENCE:** Tascon Systems Laboratories, Inc., Huntsville, AL  
19XX-Present  
*Programmer Analyst*

**EDUCATION:** **Auburn University** Auburn, AL, 19XX  
Master of Science in Computer Science  
Ransis Laboratory Fellowship (2 years)

**University of Georgia** Athens, GA, 19XX  
Bachelor of Science in Computer Science  
GPA: 3.85/4.0  
Minor: Mathematics GPA: 3.78/4.0  
Matterson Foundations Scholarship  
President, Computer Science Society  
Vice President, Mathematics Honorary Society

**REFERENCES:** References available upon request.

Functional Resume Example 2:

Source: <http://www.ece.wvu.edu/jobs/funcex1.html>

## Example of a Functional Resume

Nancy K. Drew

School Address (until May 8, 1990):

91 University Avenue      664 Circle Lane  
Morgantown, WV 26505  
(304) 555-3321

Permanent Address:

Charleston, WV  
(304) 555-8282

### Career Objective

To obtain a position in the field of product planning and research

### Career-Related Skills

#### Promotion

- o Identified customer tastes
- o Designed attractive displays
- o Drafted inventory control plan
- o Publicized special promotions

#### Research

- o Designed questionnaire to assess client needs
- o Identified sample for study
- o Drafted analysis plan
- o Prepared report and made final recommendations

#### Planning and Control

- o Organized promotional fashion show
- o Designed area layout for fall/winter fashions
- o Implemented daily reports to locate problem areas quickly

#### Supervision

- o Trained staff
- o Evaluated employee progress and reviewed preformance
- o Developed system to highlight employee skills improve morale

### Education

Bachelor of Science in Business Administration, May 1990

A.A.C.S.B Accredited

West Virginia University, Morgantown, WV  
OGPA 3.0/4.0 FGPA 3.5/4.0

#### Work Experience

Assistant Manager, Women's Wear  
Smith's Department Store, Hatfield, WV  
June 1986 - Present

Clerk, Woman's Wear  
Smith's Department Store, Hatfield, WV  
January 1985 - June 1996

#### Additional Information

Grades, References, and additional data may be obtained from Career Services  
Center, West Virginia University, Mountainlair, P.O. Box 6008, Morgantown,  
WV 26506-6008. Telephone (304)293-2221/2