

## Canadian Functional Resume Example

### Jack Jones

17 Example Grove • Ontario, NC 25541 • Contact: 12344556 • Email Address: jj@gmail.com

---

#### OBJECTIVE

Accurate, thorough, and persistent individual seeking a position within audit as part of the Summer Vacation Scheme with Deloitte. Exceptional communication and problem-solving skills to bring a positive change to any working environment.

#### KEY QUALIFICATIONS

- Over 2 years' varied and increasingly responsible secretarial experience
- Graduated Manchester University with a 2.1 in German
- Proven ability to handle multiple, competing priorities in an effective manner
- Thorough knowledge of written English; grammar, spelling, vocabulary and punctuation

---

#### SPECIAL SKILLS

- Team-work	- Fast touch-typing
- Customer Service	- Fluent Spanish and German
- Creativity	- Travel logistics
- Transcribing dictation	- Event coordination

---

#### TECHNICAL EXPERTISE

- Computer: Spreadsheet, word processing, database management, typing speed 75 WPM
- MS Office: Word, Excel and PowerPoint
- Competent knowledge of xhtml and css computer coding techniques

---

#### PROFESSIONAL EXPERIENCE

FMC Catering company – London, UK

July 2010-present

##### Assistant Regional Manager

- Prepare, record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant material
- Record and prepare minutes of meetings
- Organize travel schedules and book reservations

##### Key Accomplishments

- Trained and coordinated activities of internees, whose efforts resulted a \$11,000 rise in revenue
- Achieved Employee of the Month Award – May 2012

Universal Music Group – London, UK

Sept 2008-Jan 2010

##### Junior Clerk / Receptionist

- Answered telephone and electronic enquiries and forwarded telephone calls and messages to appropriate person
- Greeted visitors, determine nature of dealing and send visitors to correct person

##### Key Accomplishments

- Reorganized administrative procedures, shortening process time by 30%
- Designed and implemented customer care strategy that increased sales by 25%

---

#### EDUCATION

University of Manchester – graduated with a 2.1 in German

Sept 2005-May 2008

Junior Grammar school – passed 5 top grade A-levels exams

June 1999-May 2004