

Career changer emphasizes current experience that is related to the job objective and de-emphasizes past work history.

JOYCE E. HAMNER

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CERTIFICATION Candidate for New York State Certification in Elementary Education (PreK-6)

EDUCATION **State University of New York College at Buffalo**
Bachelor of Science in Elementary Education, 5/03
Concentration in English
GPA: 3.5/4.0

AWARDS AND HONORS Nomination for Best Elementary Education Student Teacher Award
Kappa Delta Pi International Honor Society Member
YWCA Scholarship Award
Youth Board Member, City of Tonawanda

TEACHING EXPERIENCE **Heim Middle School**, Williamsville, New York
Student Teacher, Sixth Grade, 3/03-5/03

- Designed and implemented lesson plans in all subject areas, following New York State Standards.
- Developed an advertising unit called "Creative Concepts" incorporating math, science, English, and social studies.
- Coordinated and chaperoned a field trip to the Crowley Webb & Associates advertising agency.
- Successfully exercised the integration of learned skills through the use of mastery learning, resulting in higher test scores.

Heim Elementary School, Williamsville, New York
Student Teacher, Second and Third Grade, 1/03-3/03

- Planned and fully managed math and reading classes for 120 students.
- Utilized a reward system for behavior management in an inclusion classroom.
- Implemented a cross-level creative writing unit and learning center emphasizing values clarification.

EXCELL Program Waterfront Magnet School, Buffalo, New York
Junior Participant, First and Third Grade Team Teaching, 10/02-12/02

- Integrated the teaching of mathematics, science, and social studies.
- Created a learning center that focused upon remedial skill builders for motor and cognitive development.
- Organized and chaperoned a field trip to the Buffalo Museum of Science to reinforce a thematic unit on energy.

COMPUTER SKILLS Microsoft Word, Excel, Access, PowerPoint
Internet Word Perfect
Email

WORK EXPERIENCE **Sun Oil Company Terminals**, Buffalo, New York
Supervisor, 3/95-8/98
Westwood-Squibb Pharmaceuticals, Buffalo, New York
Laboratory Technician, 10/89-3/95

REFERENCES Furnished Upon Request

Candidate selects reverse chronological format with functional heading to show skills gained while working at one job for many years.

MARK A. JONES

32 Elm Street • West Seneca, New York 14224 • (716) 878-5924 • jonesma@msn.com

OBJECTIVE:

Retail Management

RETAIL EXPERIENCE:

J.C. Penney Company, Buffalo, New York 1990-present

Retail Management

- Oversaw operations of nine branch store departments.
- Hired, supervised, and evaluated more than 50 salespersons.
- Monitored customer relations, accounts payable functions, and merchandise flow through Traffic and Receiving departments.
- Managed inventory of over \$1.5 million.

Merchandising

- Introduced new line of merchandise resulting in a \$24,000 sales increase over the previous year.
- Created "Christmas Shops" for key merchandise in Buffalo store which extended to all branches.
- Monitored and balanced stock daily to maximize profits.
- Designed advertising campaign which generated at 50% sales increase from preceding year.

Sales Training

- Developed a video training program used in branch stores for new department managers and sales people.
- Implemented hands-on training services for over 100 staff members, emphasizing product knowledge and sales techniques.

PROFESSIONAL ASSOCIATIONS:

Retail Advertising and Marketing Associates, International
Apparel Retailers of America
American Management Association

COMPUTER SKILLS:

Lotus 1-2-3 WordPerfect Microsoft Word
PageMaker Quark Express Internet and Email

EDUCATION:

State University of New York College at Buffalo
Bachelor of Arts in Public Communication

COMMUNITY EXPERIENCE:

Volunteer Firefighter, Little League Coach

Experienced candidate selects functional format and, additionally, uses a Highlights of Qualifications section to emphasize skill areas rather than employers or dates of employment.

TRACEY E. EDWARDS

42 Dakota 2A

Buffalo, New York 14216

(716) 874-0940

OBJECTIVE

Senior position in engineering management.

HIGHLIGHTS OF QUALIFICATIONS

- Strength in analyzing and improving engineering and administrative methods.
- Effective in facilitating communication between management and project team.
- Proven ability to manage large groups and increase productivity.
- Successful in negotiating favorable design and construction contracts.

PROFESSIONAL EXPERIENCE

Management

- Enhanced project management of specialty chemical plant by outsourcing design engineering.
- Supervised recruitment and staffing of over 40 project team professionals.
- Detailed execution plans for major design and construction projects involving project staffing, preliminary schedules, preliminary cost estimates, and engineering drawings.
- Wrote comprehensive summary for senior level management, incorporating monthly reports from specialty engineering, project engineering, and construction management.

Construction Management

- Wrote 800-page Construction Management Guide documenting standardized construction procedures and reporting.
- Increased productivity 12% by introducing a popular 4 day/48 hour workweek alternative.
- Negotiated with subcontractors to resolve contract disputes, resulting in a savings of over \$1 million.

Engineering/Product Development

- Conceived and patented profitable design for a Refrigerant Recovery System which realized a profit of over \$15 million.
- Trained 25 salespeople to demonstrate patented equipment to various industries.

EMPLOYMENT HISTORY

Atlantic Richfield Company, Project Manager, Walnut Creek, California 2000-present

Allied Chemical Company, Project Manager, Morristown, New Jersey 1994-2000

Sun Oil Company, Project Engineer, Philadelphia, Pennsylvania 1987-1994

EDUCATION

State University of New York College at Buffalo

Bachelor of Science in Industrial Technology, 1987

REFERENCES

Available Upon Request

Career changer uses functional format to highlight skills related to current job objective. Under employment history, uses summary paragraph to highlight past experience without highlighting dates.

JOSEPH F. MARGOLIN

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OBJECTIVE

To obtain a counseling position in a social services agency.

RELATED EXPERIENCE

Counseling

- Provided individual informal counseling to adolescent females.
- Implemented behavior management techniques.
- Motivated overweight children to participate in exercise activities.
- Developed individualized treatment plans with clients.
- Advised adult students concerning attainment of educational and career goals.

Programming

- Planned, implemented, and evaluated individualized and group oriented learning programs.
- Developed a program to teach independent living skills to 52 learning disabled and emotionally disturbed children.
- Organized recreational activities involving music and dance to further develop socialization skills for adults with developmental disabilities.
- Incorporated music and drama into developmental programs.

Administration

- Managed a budget of over \$50,000.
- Supervised and evaluated student teachers, recreation aides, and camp counselors.
- Maintained accurate daily records, progress reports, and final reports.
- Conducted conferences with parents by phone and in person.
- Participated in weekly meetings with staff supervisors and counselors.
- Functioned as a member of a team for clients with learning disabilities.

EMPLOYMENT HISTORY

Special Education Teacher, Lackawanna Senior High School, Lackawanna, New York 9/99- 6/02

Adult Education Teacher, West Seneca Developmental Center, West Seneca, New York 3/97-5/99

Counselor/Exercise Instructor, The Fitness Factory, Ferndale, New York 3/95-1/97

Additional experience includes working as Recreation Aide for the Association for Learning Disabled in Buffalo, New York and as Assistant Playground Director of the Town of Orchard Park Recreation Center in Orchard Park, New York.

PROFESSIONAL AFFILIATIONS

Council for Exceptional Children

American Association of Counseling and Development

EDUCATION

State University of New York College at Buffalo

Bachelor of Science in Exceptional Education, 1992, *cum laude*

REFERENCES

Available Upon Request