**Canadian Functional Resume Example**

**Jack Jones**

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**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