

Job Seeker

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Career Objective

Seeking an administrative/support position, with an attitude to do everything well with a professional and sincere persona. While my background is strong in my field, I remain extremely motivated in my career change goals and eager to contribute to your ambitions, having transferable skills and a history of professional and personal experience to draw from.

Professional Experience

Current Company, Chicago, Illinois

Current Job Title, 2003 – Present

- Present Tense skills and job functions listed here.
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Adult Probation Department, Cook County, Chicago, Illinois

Supervisor of Adult Probation Officers, 1989 – 2003

- Past Tense skills and job functions listed here.
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Academic Preparation

Graduate College, Chicago, Illinois, 1991

M.S. in Field of Study

Undergraduate College, Chicago, Illinois, 1985

B.S. in Field of Study

Skills

Ability to adjust to rapidly changing job conditions and deadlines

Ability to perform individual responsibilities with a minimum of supervision

Ability to prioritize and manage multiple deadline driven projects

Ability to maneuver in Windows, Word, Excel, Outlook, and the Internet

Ability to complete tasks with high quality, as stated from personal performance appraisals

Community Activities

Organization, Chicago, Illinois

Volunteer Title, 2001 – 2005

Description of tasks performed (1 paragraph is good)