

FUNCTIONAL RESUME

ALFRED JONES

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SUMMARY OF QUALIFICATIONS

- General working knowledge of office equipment
- Professional telephone manner and skills
- Energetic, courteous and articulate
- Takes pride in completing tasks in a timely manner
- Eager and willing to learn new skills

RELEVANT EXPERIENCE

Office Assistant

- Created and annotated files
- Typed envelopes and intake forms
- Operated multi-line telephone system
- Forwarded calls and took messages for a staff of 10
- Performed intake duties, including maintaining reports and records

Intake Assistant

- Assisted supervisors in training new employees in general office procedures
- Coordinated and monitored activities of outpatients to insure daily hygiene care and physical activities
- Conferred with supervisors to review client files and plan Departmental activities

WORK HISTORY

H.R.A. Infoline New York, NY	Office Assistant Crisis Complaint Unit	01/ 04 – Present
Monroe Community College New York, NY	Office Assistant Science Department	02/03 – 04/03
H.C.M.I. Clinic	Intake Assistant	01/00 – 01/03

EDUCATION

- LaGuardia Community College, Long Island City, NY
Major: Liberal Arts and Sciences 04/04 – Present
- Monroe Community College, New York, NY
Office Skills Training Certificate 12/03