

# Create

Business



**ASSIGN  
BUSTER**

Chronological and Functional Resumes Affiliation Doyle suggests that a resume is an educational, credentials, work experience and accomplishment written compilations that get used when applying for a job.

#### CHRONOLOGICAL FORMAT RESUME

Barbara Everest

17018 Fuzzy Blvd, Edgar, Or 00333

C: 455-865-4492 e: BarbieEve@copxs.net

Motivating and energetic leader with proven ability to manage both personnel and projects effectively. Strong independent and self-starter worker. Excel at procedures and products analyzing to develop new ideas to enhance production equality and efficiency. Highly adaptable to any changing circumstances. Main member in any team executing and developing strategic business plans.

#### PROFESSIONAL EXPERIENCE

Changing times, Inc., 2010-Present

Manager

Managed daily operations of a \$0.8 million ceiling Insulation Company. Created an effective marketing campaign along with restructuring the products discounts and pricing resulting in a 75% bid acceptance rate. Executed new bidding process through the spreadsheets to have more accurate bids. Permitted for the individual job costs tracking and give feedbacks as to crews efficiency with regards to labor hours and material waste.

Supervised and trained work crew in more cost-effective product installation techniques that have minimized labor hours by 40% and material waste by 25%.

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United States Rescue Officer, 2005-2010

Manager, (2008-2010)

Data Network Manager- Managed control and command data network that generated geographic area video representation surrounding ship. From four departments, the team consisted 46 individuals.

Assistant Command Duty Officer- Controlled daily routine deploying a duty section of 580 personal from diverse departments.

Production Control officer- Organized the 140 personnel efforts utilizing 36,000 man hours, completed 570 tasks totaling over \$5 million during 14 refurbishment period.

#### EDUCATION AND TRAINING

MBA- FINANCE University of Costa Rica

B. A. Business Economics- Auburn University

Selective courses in construction management cost estimating and building construction.

#### AWARDS AND COMMENDATIONS

Humanitarian service medal (2)

#### FUNCTIONAL RESUME

JIMMY ATTER

678 Rosewood Lane

Colorado Springs, Co 81490

(960) 566-2121

jattr@kdomain. com

#### OBJECTIVE

Executive Assistant position suctioning for parlay of customer service, demonstrated organization, project management and communication skills

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proven by 10 years of affluent, profitable self-employment.

## PROFILE

Personable, motivated business professional with college degrees and a prosperous 10-year profitable small business ownership track record. Talent for speedily adapting technology- currently completed Microsoft Office Suite certificate course. Tactful and diplomatic with non-professionals and professionals at all levels. Acquainted to handle confidential, sensitive records. Established history of producing timely, accurate reports that meet stringent HMO along with insurance guidelines.

Versatile and flexible- able to retain a sense of humor even under pressure. Competent and posed with established ability to quickly transcend cultural differences. Good team-building skills. Thrive in environments driven by deadlines.

## SKILLS SUMMARY

- Report Management-Computer Savvy-Front-office Operations
- Scheduling -Project Management-Accounting/Bookkeeping
- Customer Service-Sales and Marketing-Insurance Billing

## PROFESSIONAL EXPERIENCE

Customer service/Problem Solving/ Marketing

Give impeccable customer service and oversee front-office operations

- Developed a clientele reinforced by 55% referral businesses.

Built and implement business strategic marketing plan

- Developed special promotions, outdoor advertising and design/write print and coordinate all media purchasing.

Communication: Presentation/Technology/Reports

Design and deliver local business and association's classes' series, educating

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employees and providing ergonomic counseling on proper lifting techniques. Quickly learn and master diverse computer programs; currently completed Microsoft Office Suite certificate course.

Prepare complex reports for insurance companies and managed-care organizations, ensuring full compliance with tight deadlines and agency requirements.

#### Detail Organization and Mastery

Manage every day-to-day operations aspects as multisite practitioner and owner of Jimmy Chiropractic:

Facility maintenance/rental

Finances: Accounts receivable/payable, insurance billing, budgeting, invoicing

Supervision of 10 medical receptionist interns

Patients scheduling averaging 60 appointments weekly.

#### EMPLOYMENT HISTORY

JIMMY CHIROPRACTIC- Colorado Springs, CO; Cheyenne, WY; Pueblo, CO.

Owner/ Operator, 2005 to present

HORNBILL RESTURANT & CAFÉ- Minneapolis, MN

Waiter, 2003 to 2004

#### EDUCATION

NORTHWESTERN COLLEGE OF CHIROPRACTIC- Minneapolis, MN

Doctor of Chiropractic Degree, 2003

A four-year advanced degree that required 30-34 credit hours/quarter

GPA: 4-01/4. 0

Licensed to exercise Chiropractic in Wyoming, Montana, Colorado and Minnesota.

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BARTON COUNTY COMMUNITY COLLEGE- Great Bend, KS

Associate's Degree in Pre-chiropractic, 2000

GPA: 4. 0/4. 0

#### COMPUTER SKILLS

-Visio-Microsoft Word

-Microsoft PowerPoint-Microsoft Excel

-Medisoft-Microsoft Access

Available for relocation

678 Rosewood Lane/ Colorado Springs, Co 81490/ (960) 566-2121/

jattr@kdomain. com

#### Reference

Doyle A, (2014). What is a resume. Retrieved From

[http://jobsearch. about. com/od/jobsearchglossary/g/resume1. htm](http://jobsearch.about.com/od/jobsearchglossary/g/resume1.htm) Date of

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