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FUNCTIONAL Resume – NON-TRADITIONAL CAREER PATH

**Jennifer Saks**7025 First Avenue, Pittsburgh, PA 99999  
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**Summary of Qualifications**

Dedicated professional with a Master of Science in administration and experience serving in progressively responsible leadership roles. Effective manager and coordinator. Proven ability to establish rapport and build relationships with people from diverse backgrounds. Team player. Talent for training and counseling. Creative with a flair for writing and orchestrating events. Fast learner. Adept at new challenges.

**Highlights of Experience**

**Administration / Management** – Proven ability to manage large groups, advise employees, administer programs, and coordinate major events.

* Recruited by supervisor to serve as department chairperson with responsibility for guiding programs and advising staff of 3.
* Received excellent evaluations for group-management and organization skills.
* Revived and administered incentive recognition program, resulting in improved performance among participants.

**Communications / Interpersonal Relations** – Frequently called upon by superiors and colleagues to act as group representative. Recognized as top-notch trainer. Superior writing ability.

* Chosen by peers to serve on advisory board – 1 of only 5 selected from group of 50.
* Appointed by supervisor as 1 of 2 representatives to attend and report on district-level meetings.
* Selected from among 5 new employees to participate in roundtable discussion with superintendent.

**Employment History**

Department Chairperson / Teacher – Reading, Writing, Math (1999-2004)  
North Side Elementary School, Allegheny School District, Pittsburgh, PA

English Teacher (1997-2004)  
Lakeside High School, Greene County Public Schools, Lakeside, PA

**Education**

M.S.A., Administration, Three Rivers College, Pittsburgh, PA, 3.8 GPA (2004)  
B.A., English / Elementary Education, Mansfield University, Pittsburgh, PA, Scholarship (1997)