SAMPLE FUNCTIONAL RESUME

Terry Valley

1001 Sunset Blvd.
Los Angeles, California 90014
Home: (310) 555-1212
Work: (310) 555-1213
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Summary of Strengths
- Excellent written and verbal skills
- Demonstrated ability to meet deadlines and handle technical data
- Capable of working independently and with team focus groups
- Proficiency with both IBM and Macintosh systems and applications including Microsoft Windows 95, Excel, and Adobe PageMaker

Relevant Skills

Community Economic Development
- Assisted Community Development Director in grant activities to encourage commercial and industrial growth
- Developed direct mail and print media marketing packages for a community development agency
- Expedited permit approvals for commercial and industrial applicants
- Represented Chamber of Commerce and community development agency at economic development workshops
- Assisted in workshop on mortgage revenue bonds

Communications
- Researched and wrote reports for Director of Community Development
- Developed and implemented survey of over 30 cities for Joint Senate/Assembly Hearings on Local Longterm Financing
- Edited staff reports and government contracts
- Invited by community, business, and government organizations to speak on public and community affairs

Business and Finance
- Provided staff assistance to City Budget and Finances Director
- Served on select committee responsible for development of $900,000 budget for University Associated Students
- Researched funding sources for services provided by 31 cities in California with no property tax status
- Sold electronic test equipment to business and government agencies, achieving sales of $100,000 in a single quarter

Education

B.A., Urban Design and Planning
University of Southern California, June 1992
Graduated Magna Cum Laude, 3.69/4.0

Extracurricular Activities
- President, Urban Studies Association, 1992; Program Coordinator, 1991
- Municipal Management Assistants of USC, 1993
- Finance Committee, Associated Students, 1989-1990