

AMY BRANDY

9696 Green Ave
Santa Monica, CA 90401

(852) 520- 3658
abrandy@smu.edu

SPEECH-LANGUAGE PATHOLOGIST

Dedicated professional offering a Master of Arts in Speech and Language Pathology. Hands-on experience providing evaluation and treatment services for adults and children with communication disorders. Easily develop rapport with a variety of clients. Dependable, organized, and creative.

Proficient in PC and Macintosh environments, Excent IEP, Microsoft Word and Excel, and QuickBooks.

Member, National Student Speech Language Hearing Association

EDUCATION / TRAINING

M.A. in Speech and Language Pathology, University of California, San Diego, CA 2010

B.A. in Communication Disorders and Psychology, University of California, San Diego, CA 1990

Professional Development

Excent Computerized IEP Training, 2010
Feeding and Swallowing In-Service, 2010
Lee Silverman Voice Training (LSVT), 2009

Current Certifications

Interactive Learning (INREAL), University of California
Cardiopulmonary Resuscitation, American Red Cross
Personal Trainer, American Council on Exercise

RELEVANT EXPERIENCE

Substitute Teacher, San Diego School District, San Diego, CA 2008 to Present
Work in elementary schools covering long-term assignments and daily substitute teaching.

- Substituted full-time for literacy teacher. Taught decoding and reading strategies to K-3 students (long-term assignment, 2009).

Student Clinician, San Diego School District, San Diego, CA 2010
Assumed duties of school speech pathologist. Provided evaluations and developed treatment plans for students ages 5 to 18 with learning disabilities, apraxia, stuttering, articulation disorders, autism, and hearing loss. Prepared progress reports and communicated results at staff meetings.

- Implemented therapy plans for 60 students.
- Established creative treatments that met IEP goals of each student.

Student Clinician, University of California a, San Diego, CA 2009 to 2010
Evaluated and diagnosed clients for the Speech, Language, and Hearing Center. Planned weekly therapy for clients with aphasia, dysarthria, apraxia, stuttering, learning disabilities, and organic voice disorders.

- Served on child diagnostic, adult motor disorder, learning disability, and child screening teams.

OTHER EXPERIENCE

Partner/Owner, Richards & Smith Promotions, San Diego, CA 2003 to Present
Assistant Manager/Sales Associate, Hatfield & Company, San Diego, CA 2005 to 2009
Buyer/Sales Associate, Robin's Boutique, San Diego, CA 2001 to 2005

Career Change: From business owner to speech/language pathologist.

Strategy: De-emphasize sales experience by listing it under Other Experience at the end of the resume. Focus instead on education, training, and relevant activities.

Benjamin Lee

blee@construct.net

890 Build Lane

Vero Beach, Florida 10025

783.669.3515

NETWORK ADMINISTRATION

- Versatile, hardworking individual; driven to meet or exceed expectations.
- Passion and exceptional aptitude for working with computers. Skilled in troubleshooting and identifying procedures needed to maintain a reliable and efficient network to keep the organization running smoothly and profitably.
- Knowledgeable in designing gates in hardware and software to allow free exchange of data, custom applications, and the computer power to process this information for authorized users; also skilled in setting up firewalls to protect proprietary information from outsiders.
- Effective interpersonal skills; work well as a team member with people at all levels of an organization and of various cultures. Equally capable of working independently.
- Computer proficiency includes Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), QuickBooks Pro, backup protocol, and scanning documents/graphics.

EDUCATION / TRAINING

Coursework in **Computer Technology**, 2009 4.0 GPA
Vanderbilt University-Nashville, TN

Coursework in **Microcomputer Familiarization**, 1990
Coursework in **Mechanical Engineering**, 1988
The Ohio State University-Columbus, OH

CERTIFICATION

Microsoft Certified System Engineer, 2010

Microsoft Certified Professional, 2009

- Networking Essentials
- Proxy Server
- Widows 2008 Server
- NT Server in the Enterprise
- Internetworking with Microsoft TCP/IP on Windows 2000 Server

EMPLOYMENT

Brant Construction Co., Inc.-Nashville, TN 1989-Present
CARPENTER FOREMAN-1996-present
CARPENTER-1992-1996
LABORER-1989-1992

Earned respect of co-workers and supervisors in family-owned business through diligent observation and application of skills learned. Demonstrate remarkable work ethic.

- Supervise 3-10 carpenters and laborers in construction/renovation/maintenance of residential/commercial buildings. Schedule subcontractors. Ensure accuracy of work.
- Calculate space estimates regarding material costs, labor costs, and time from start of project to completion. Organize job site and ensure tasks are completed in a timely and cost-effective manner.

Career Change: From carpenter to network administrator.

Strategy: Emphasize recent education and use the introduction to detail transferable skills gained from multiple experiences.

KIRA JONES

636 Merry Lane Albuquerque, New Mexico 87101 • (787) 562 9367 • kjones@aol.com

CAREER FOCUS

Hospitality Management...Recreation

Dynamic, results-driven manager seeking to capitalize on more than 9 years of sports and recreation experience utilizing exceptional leadership, customer relations, and sales and marketing skills.

“Mia has a deserved reputation as a positive leader who is skilled in leading teams to success in achieving organizational goals.” (Current Employer)

Professional Experience

Management and Administration

- Strategically planned, coordinated, and delivered multi-site sports and recreation training programs.
- Led team of 15 to achieve optimum results; hired, trained, motivated, and managed performance of staff.
- Oversaw development of effective policy and procedures for new department; implemented by deadline.
- Managed departmental budgets; consistently delivered initiatives on time and within budget.

Sales and Marketing

- Developed and implemented diverse range of innovative and highly customer-focused programs.
- Marketed services using cost-effective strategies; designed all advertising and promotional material.
- Coordinated events for 450+ people; secured nationally recognized guests and local media coverage.
- Delivered presentations to potential customers; displayed strong public speaking and networking skills.

Interpersonal and Communication

- Actively fostered relationships with existing and potential customers in industry and the wider community.
 - Provided quick resolution to customer complaints; delivered win-win solutions and personalized service.
 - Cultivated positive "can-do" spirit and culture of participation among diverse customers and staff.
 - Multilingual; possess written and verbal fluency in English, Spanish, and Italian.
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CAREER HIGHLIGHTS

- ♦ Built number of program participants from zero to 250 during initial 12 months; numbers now exceed 350 and still growing quarterly.
 - ♦ Initiated quality improvement program for department; selected as winner of 2009 "Outstanding Individual Award" for contributions to continuous improvement.
 - ♦ Secured senior management approval for numerous sports and recreation training programs; earned reputation for implementing "the right ideas at the right time."
 - ♦ Set up, from scratch, two new fitness centers, including designing layout, ordering equipment, and training staff.
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EDUCATION AND TRAINING

- **Certificate in Business Studies (Hospitality Management)**, Cairns Technical College, Cairns, 2009
 - **Bachelor of Applied Science (Human Movement)**, University of Northern Queensland, Cairns, 2000
 - **Advanced Open Water Diver and Rescue Diver**, Professional Association of Diving Instructors, Cairns
 - **High Ropes Course Instructor**, YWCA, Townsville
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EMPLOYMENT HISTORY

Manager (Sports, Recreation, and Fitness), Allantown Private College, Allantown, 2007-Current
Coordinator (Sports), North Sutherland Girls' School, North Sutherland, 2005-2007
Secondary Teacher (Sports), Sunshine

Career Change: From college professor to manager of recreation programs in the hospitality industry.
Strategy: Minimize references to teaching and play up ability to develop and implement sports and recreation programs, manage staff and budgets, develop sales and marketing strategies, and provide an exceptional level of

REBECCA WHITE

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Phoenix, AZ 85060

602-758-3690
rwhite@hotmail.com

ADMINISTRATIVE ASSISTANT

Energetic and competent office professional with more than 10 years of administrative assistant/secretarial experience, recognized for dependable and detail-oriented work in support of top management. Excellent computer, communication, and office support skills. Well known by management as someone who gets things done. Proven skills in

Database Management

PowerPoint Presentations

Computer Programs

Correspondence

Meeting/Travel Arrangements

Appointment Scheduling

Contract Analysis

Office Machines

Customer Relations

Problem Solving

Editing

Billing

Promoted to Administrative Assistant and Executive Secretary to President as a result of excellent and consistently dependable performance.

PROFESSIONAL EXPERIENCE

Administrative Assistant and Executive Secretary

- Managed calendar and daily schedule for President, coordinating multiple activities in a fast-paced environment. Scheduled appointments and recorded them on electronic calendar.
- Liaised with COO, corporate executives, management, and clients to coordinate meetings and confirm information for presentations and documents. Edited documents for COO and management.
- Maximized corporate information storage and retrieval systems by reorganizing and maintaining all major company files, contracts, patents, and secrecy agreements.
- Organized executive and client meetings/luncheons (in-house and off-site), planning all amenities.
- Arranged domestic and international travel itineraries for Chief Operating Officer, President, Vice Presidents, and Management.

Secretary

- Maintained and coordinated calendar, set appointments, screened telephone calls, sorted mail, and made travel arrangements for the President.
- Assisted in PowerPoint presentations-editing, coordinating, and integrating multiple facets to facilitate a smooth corporate presentation.
- Communicated directly with all clients by writing routine correspondence and responding to telephone requests. Transcribed correspondence as requested.
- Edited reports, company proposals, government proposals, and contracts for clients and management.
- Monitored corporate website and wrote a monthly report on website activity, outlining and consolidating information about e-mail content, trends, and geographic activity.

Rebecca White

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602-758-3690

Contract Analyst

- Managed the entire process of recording and receipting all incoming signed contracts, purchase orders, credits and cancellations, and entered contract information into database.
- Reorganized billing department by implementing new billing protocol and filing procedures. Results: Expedited billing process and increased employee effectiveness.
- Monitored accounts and billing process, generating 300-500 invoices and credit memos per week for client base of 2,000 transportation, 300 media, and 100 energy customers.
- Consistently updated and maintained customer and product database, providing corporate personnel with accurate and compatible information at all times.
- interfaced with internal members of operations and customer support staff, as well as clients, and oversaw all inquiries relating to the administration of contract terms and agreements.
- Researched billing problems with clients and sales department and determined appropriate corrective actions while continually optimizing customer satisfaction.

EMPLOYMENT HISTORY

Satellite Media Corporation, Costa Mesa, CA Contract Analyst, Finance Department Administrative Assistant to Chief Operating Officer	2004-Present
TransNational Engineering Corporation, Fullerton, CA Executive Secretary to President Secretary to Technical Director	1993-2004

EDUCATION

Mesa West Community College, Orange, CA Business Administration Courses	2006
Fullerton Community College, Fullerton, CA Secretarial Program	Graduated 1993

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint; PeopleSoft Billing; data entry

Career Change: From contract analyst in a technology industry to administrative assistant in the health care field.
Strategy: Use functional format to highlight relevant experience from prior career in health care administration.

Austin R. Donald

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New Haven, Connecticut 06555

632-967-8989 adonald@gmail.com

LAW ENFORCEMENT OFFICER

- Graduate of Connecticut Police Officer Training; certified 2010.
- Proven ability to deal effectively with prisoners, establishing respect for authority while treating individuals fairly.
- Thorough, hardworking, disciplined, and reliable, with a serious attitude and a career commitment to law enforcement.

PROFESSIONAL EXPERIENCE

NEW HAVEN COUNTY SHERIFF'S DEPARTMENT
Corrections Officer • County Correctional Facility

2009-Present

Maintain inmate control over 100-plus prisoners in a dormitory-style jail. Supervise inmate behavior and respond to infractions. Count and lead prisoners to meals and recreation. Maintain detailed hourly logs and records of inmate transfers and other activities. Transport felons to higher-security jails. Assume responsibility in other areas of the jail on an occasional basis.

- Developed skills in dealing with individuals of all types.
- Gained experience in effectively handling tense situations.
- Consistently achieved excellent performance evaluations.
- Member of Sheriff's Power Lifting Team; hold an American record in bench press.

OTHER EXPERIENCE

RYDER'S, New Haven, CT
Doorman/Bouncer

2008-2009

GRANT ASSOCIATES, New Haven, CT
Field Representative

2006-2008

Negotiated and sold the services of a collection firm to business clients such as mortgage companies, doctors, and other health-care providers.

EDUCATION

Connecticut Police Officer Training and Certification (2010), CONNECTICUT POLICE OFFICERS
ACADEMY, Storrs, CT

Criminal Justice Degree Program (2009-Present), QUINNIPIAC COLLEGE, Hamden, CT

Graduate (2006), NORTH HAVEN HIGH SCHOOL, North Haven, CT

- Member of Wrestling Team

Career Change: From correctional officer to police officer.

Strategy: Emphasize related experience from current job as a prison officer along with recent and ongoing education in the field of law enforcement.

SAMUEL C. JACKSON

456 E. Mockingbird Lane Dallas, TX 75206
(214) 555- 5555 • sjackson@aol.com

Highly motivated and results-driven professional seeking **Pharmaceutical Sales Representative** position to accelerate sales growth through effective product education and extensive relationship building.

SUMMARY OF QUALIFICATIONS

- ✓ Persistent in pursuit to build sales and provide solutions according to identified customer needs.
- ✓ Strong customer-service orientation as demonstrated by commendations earned while working for high-profile corporations, including Southwest Airlines (recognized for unparalleled service).
- ✓ Familiar with medical terminology and able to convey complex concepts in simpler terms.
- ✓ Frequently chosen for prime assignments based on performance and job dedication.
- ✓ Professional, confident demeanor; excellent public-speaking skills; willing to work extended hours.

Strengths: Goal Attainment • Persuasion Skills • Needs Assessment • Time Management

RELATED EXPERIENCE

SALES

- One of selected few chosen to participate in sales campaign designed to promote new services within new-growth market. Utilized consultative-sales approach to educate customers on service packages and incentive programs, emphasizing advantages and features. Employed suggestive-selling strategy to maximize individual sales while selling travel packages to customers.

CUSTOMER SERVICE

- Recruited to serve needs of international dignitaries of presidential stature based on outstanding customer-service skills. Supported diverse needs of up to 137 customers daily through attentive, responsive service. Responded effectively to inquiries of up to 150 phone customers daily. Remained current on service packages and options to ensure accuracy of rapidly changing service information.

MEDICAL

- Assisted with medical situations of passengers suffering from cardiac arrest, strokes, hypoxia, diabetic comas, and Alzheimer's. Interfaced with doctors and medical professionals during medical situations. Volunteered for Airline Crisis Team to assist in emergency-recovery efforts. Participated in annual training seminars to remain current on medical procedures.

COMMUNICATIONS / PRESENTATIONS

- Educated groups of 100+ individuals on policies and practices. Communicated clearly and effectively with dignitaries, executives, colleagues, and customers. Wrote copy to generate interest in current events and stories presented by anchors of news station (during internship).

WORK HISTORY

Flight Attendant, Southwest Airlines, Detroit, MI, 2004-Present

Customer Service Representative / Flight Attendant, America West Airlines, Detroit, MI, 2000-2004

Corporate Flight Attendant, Execujet / Aramco Associated Company, Detroit, MI, 1998-2000

EDUCATION / TRAINING

Bachelors of Arts in Communications, University of Michigan, Ann Arbor, MI

CAREER CHANGE: From flight attendant to pharmaceutical sales representative.

STRATEGY: Bring relevant experience to the top and enhance its value by emphasizing other related areas that contribute to her capabilities. The bold subheadings call attention to the necessary skills.

KELSEY LAUREN

981 Park Lane • Dallas, Texas 75206
214.691.3621 • klauren@yahoo.com

CORPORATE TRAINING & MANAGEMENT DEVELOPMENT

Finance ~ Banking ~ Insurance ~ Securities ~ Foreign Exchange

Highly accomplished financial professional with an extensive Wall Street trading history. Track record of success instructing executives on details of foreign exchange and securities markets. Adept at analyzing market conditions and facilitating trades in high-yield, distressed, and crossover bonds as well as other financial instruments. Excellent communication skills with aptitude for establishing and cultivating relationships with domestic, Asian, and European clients/partners.

Areas of expertise include:

- Strategic Planning
- Presentations
- Relationship Management
- Regulatory Compliance
- Financial Analysis
- Client/Partner Liaison
- Business Development
- Training & Mentoring
- Arbitrage Identification

PROFESSIONAL EXPERIENCE

-FIMAT (FORMERLY COWEN & CO., LLC/SG COWEN), NEW YORK, NEW YORK 1983-2010
U.S. investment bank acquired by Fimat parent Société Générale in 1998.

Special Limited Partner & Inter-Dealer Broker

Hired as Broker Assistant and navigated career through NYSE Floor Clerk to positions as Broker/Trader on U.S. Convertible and Eurobond Desk and Trader for Japanese and European securities. Promoted to Inter-Dealer Broker in 1989 and to Special Limited Partner in 1995.

Key Achievements:

- Forged relationships with high-profile clientele, including Merrill Lynch, Lehman Brothers, Goldman Sachs, and other financial institutions.
- Prepared and delivered comprehensive presentations and mentoring sessions on European and Japanese markets to U.S.-based Fimat executives.
- Harnessed new opportunities in emerging Eurobond market with initial European Texaco bond issue, cultivating partnerships with Barclays, Credit Suisse, Barings Bank, and other international players.
- Bridged clients and dealers to secure orders for Japanese warrant market.
- Captured nearly 3-fold increase in trading desk revenues to earn promotion to Special Limited Partner.

EDUCATION & CREDENTIALS

Bachelor of Science in Business Administration/Finance

New Jersey City University, Jersey City, New Jersey

Active ASDA/FINRA Series 7 & 55 Licenses

Career Change: From securities broker to corporate trainer.

Strategy: Start with a profile that helps readers understand her vast experience in the securities industry to qualify her for training roles in this industry.

