

Sample Functional Resume-Business Manager

Mary Ann Jones

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Summary of Qualifications

- More than 10 years experience in business
- Effective at budgeting and supervising
- Excellent with follow-up and attention to detail

Professional Experience

Supervision and Training

- Organized human resource management workshops for new
- Coordinated staff training and professional development workshops
- Created customer service training program
- Hired new staff and supervised 10 professional staff members

Budgeting and Fiscal Management

- Administered \$250,000 payroll budget more than 3 years
- Provided receipt verification for nightly deposits
- Maintained fiscal database for accountability
- Supervised purchase requisitions and material transfers

Marketing and Promotion

- Provided positive public relations to customers
- Served as a liaison between senior and mid managers
- Created ADSTAR anti-drug campaign for local media

Computer Skills

- Proficient in WORD applications, Excel, and Access
- Can operate UNIX and MASONIX accounting software

Work History

Event Coordinator, *Ralston's*, Huntsvegas, AL 2001-Present

Marketing Manager, *Save-Tech Research*, Tuscabusha, AL 1999-2001

Community Promotions Executive, *Satstar PR Firm*, Juicy Red, AL 1997-1999

Media PR Specialist, *Lady's Resort*, Danville, AL 1994-1997

Education

B.A., Public Relations, Minor in Sociology **May 2000**
University of Alabama, Tuscaloosa, AL

A.S., Business **May 1995**
Calhoun Community College, Tanner, AL