

## SAMPLE FUNCTIONAL/SKILL BASED RESUME

### **NITA JOB**

222 Denton Drive • Denton, TX 76203 • 123-456-7890  
nitajob@helpme.com

**OBJECTIVE** To obtain an Events Manager position

### **SUMMARY OF QUALIFICATIONS**

- Over 2 years event management, marketing, training and coaching experience
- Strong communication, presentation and time management skills
- Confident and poised in interactions with individuals at all levels
- Fluent in Spanish, French and English

### **EDUCATION**

**Master of Arts** December 2010  
University of North Texas Denton, TX

**Bachelor of Arts** May 2006  
University of North Texas Denton, TX

### **PROFESSIONAL SKILLS**

#### **Management**

- Experienced in all aspects of event management and tournament directing, including logistics, transportation, security, safety, coordination of activities, recruitment of volunteers, publicity, and scheduling of celebrity appearances
- Assisted with the selection of staff, raised funds, planned trips, scheduled activities and publicized events

#### **Marketing/Promotion**

- Coordinated media appearances and press conferences for celebrities, including transportation and security
- Experienced in marketing, advertising and promoting special events

#### **Administration**

- Developed budgets and office policies and procedures to ensure efficiency of operations
- Revitalized underperforming club programs and achieved 90% increased profitability

### **EMPLOYMENT HISTORY**

Events Manager Assistant August 2003— present  
Très Baton Country Club Anywhere, TX

Coordinator of Promotions January 2002—August 2003  
Shooting Star Enterprises Anywhere, LA