

The background features a large, light gray watermark of the Rio Hondo College logo. The logo is circular and contains the text "RIO HONDO" at the top and "COLLEGE" at the bottom. In the center of the logo is a stylized landscape with a yellow sun rising over white mountains and a blue body of water. Two small yellow dots are positioned on either side of the central landscape.

# **Resume Packet**

**Center for Career & Re-Entry  
Services**

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# Résumé Worksheet

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**JOB OBJECTIVE:** \_\_\_\_\_

**EXPERIENCE:** (List most recent job first)

1) \_\_\_\_\_, \_\_\_\_\_  
Business City State Dates (Month/Year – Month/Year)

\_\_\_\_\_  
Job Title

Duties:

2) \_\_\_\_\_, \_\_\_\_\_  
Business City State Dates (Month/Year – Month/Year)

\_\_\_\_\_  
Job Title

Duties:

3) \_\_\_\_\_, \_\_\_\_\_  
Business City State Dates (Month/Year – Month/Year)

**EDUCATION:** \_\_\_\_\_ GPA: \_\_\_\_\_ (only if 3.0 or higher)  
School, Major, and Expected Graduation Date

Related Classes: (list vocational/technical classes, foreign language, or any related courses)

**SKILLS AND QUALITIES:** (list hard and soft skills) Each line should begin with a verb or adjective, for example: *Skilled in..., Enjoy..., Certified in..., Able to..., Good...*

## Soft Skills

Oral communication skills, problem-solving and other cognitive skills, personal qualities & work ethic, and interpersonal and teamwork skills

## Hard Skills

Knowledge of: computers/software, video equipment, foreign language, specific tools. Excel in math, science; artistic skills (music, dance, etc.);

**ACTIVITIES:** (List clubs, extracurricular, volunteer)

# First and Last Name

3600 Workman Mill Road \*Whittier, CA 90601  
(562) 692-0921 \* road.runner@my.riohondo.edu

## PROFESSIONAL PROFILE

- Financial analysis, risk analysis and working knowledge of balance sheets
- Proficient in MS Excel, Word, PowerPoint, Access, and internet tools
- Innovative problem solver with an advanced ability clarifying problems and evaluating alternatives
- Reliable, purposeful, and solutions oriented

## EDUCATION

**Associate in Science Degree in Administration of Justice**

Anticipated Graduation, May 2018

**Rio Hondo College, Whittier, CA**

*Related Coursework: Computer Keyboarding, Microsoft Office Word-Expert, Office Systems and Procedures, and Administrative Office Management*

## RELATED EXPERIENCE

**Assistant Battalion Operations Officer**

September 2017 – December 2017

*86<sup>th</sup> Signal Battalion, Whittier, CA*

- Evaluated all hardware, software, and training requirements for new equipment fielding's.
- Equipped users with the information and skills necessary to effectively use companywide technology.
- Planned, implemented, and evaluated programs of instruction, providing joint service technicians with multichannel satellite operations and maintenance expertise.

**Data Entry and Controls Technical Officer**

2008 - 2016

*United States Marine Corps, Whittier, CA*

- Organized engineering director's office for optimum productivity. Commended by supervisor for applying computer programs to advance production. Created Excel files to track sales, profits, accounts payable and accounts receivable. Implemented customer tracking system, which was adopted by parent company.
- Streamlined procedures to ensure timely production of all accounting reports.
- Inputted expense reports, processed codes and supervised check runs and mailings.

## OTHER EXPERIENCE

**Readiness Non-Commissioned Officer**

Summer 2007

*U.S. Army National Guard, Whittier, CA*

- Spearheaded efforts in directing all aspects of strength management and reporting, including tracking soldiers in 1 different forward operating bases in Southern California.
- Managed employee development and training, including weapons qualifications, physical fitness testing, overseas deployment training preparation, and temporary duty preparation.
- Mentored and reinforce proper conduct and bearing in junior personnel when interacting with senior officers.

## RECOGNITIONS AND HONORS

- Financial Club, Vice President, *Rio Hondo College*
- California Society of CPA

# First and Last Name

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(562) 692-0921 ▪ road.runner@riohondo.edu ▪ 3600 Workman Mill Road, Whittier, CA 90601

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## SUMMARY OF QUALIFICATIONS

Organized bilingual college student with strong administrative, accounting, and bookkeeping skills. Ability to build strong relationships with colleagues and work with diverse populations. Team player with a competitive drive to excel professionally. Demonstrated efficiency to acquire new skills while meeting and exceeding deadlines.

### *Skills Include:*

- Team Player
- Problem Solving
- Fluent in Spanish
- Customer Service
- Computer Skills
- Organized
- Time Management
- Event Coordination
- Innovative

## EDUCATION

**Rio Hondo College**, Whittier, CA  
**Major:** Accounting

August 2016-Present

## HONORS AND AWARDS

Rio Hondo College, Whittier, CA: Dean's Honors List  
▪ For outstanding academic achievement

Fall & Spring 2016-2017

## PROFESSIONAL ACCOMPLISHMENTS

### **Inventory**

- Oversaw inventory control, ordering, and preparing reports for businesses encompassing more than 30% of profits
- Managed safety regulations according to SASH regulations
- Practiced confidentiality with all sensitive employee records and financial data

### **Events Promotions**

- Assisted with special events, helped in planning, promoting and execution of events
- Proven ability to present excellent written work in all company evaluations
- Adept at handling multiple tasks in an organized manner ensuring 100% accuracy

### **Building Relationships**

- Excellent working relationships with important clients upholding company image
- Experience interacting with vendors and building vital working relationships
- Developed key relationships with customers and identified important issues to achieve high customer satisfaction levels

# *First and Last Name*

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## **Professional Summary**

Enthusiastic bilingual college student who enjoys providing leadership to support team members in accomplishing projects. Confident ability to collaborate effectively with diverse students, staff, and faculty while always displaying a respectful attitude. Organized and thorough in prioritizing tasks and completing them as scheduled.

## **Professional Skills**

- Desire to learn and improve
- Good time management
- Team player
- Proven leadership
- Open minded
- Takes Initiative

## **Education**

**Rio Hondo College**, Whittier, CA

Anticipated Graduation: June 2017

Pursuing Associate in Arts Degree, Photography

Related Coursework: *History of Photography, Beginning Photography*

## **Community Involvement**

### **Volunteer**

October 2014-Current

Boys and Girls Club of Whittier

- Captured photos at local blood drive events following permission from signed release forms
- Directed blood drive participants utilizing bilingual languages of English and Spanish
- Coordinated with website designer in uploading of blood drive event photos to website

### **Volunteer**

September 2013-June 2015

Kiwanis Club of Whittier

- Planted trees in local neighborhoods
- Mentored youth who were involved in youth sports programs
- Tutored youth in subjects of Math and English

## **Extra-Curricular Involvement**

Captain, *Whittier High School Football Team*

June 2013-May 2015

- Motivationally united team members towards achieving state championship qualification

Treasurer, *Whittier High School ASB*

September 2013-September 2014

- Responsibly managed funds to ensure club's ability to attend events

## **Achievements**

- Volunteer of the Month, *Boys and Girls Club of Whittier*

## **Computer Skills**

- Microsoft Word, Excel, PowerPoint, Access, Internet
- Typing speed: 78 WPM

# Transferable Skills Checklist

## Key Transferable Skills

- Meet deadlines
- Ability to delegate
- Ability to plan
- Results oriented
- Customer service oriented
- Supervise others
- Increase sales or efficiency
- Accept responsibility
- Instruct others
- Desire to learn & improve
- Good time management
- Solve problems
- Manage money/budgets
- Manage people
- Meet the public
- Organize people
- Organize/ manage projects
- Team player
- Written communications
- Work independently
- Computer skills

## Working with things

- Use my hands
- Assemble or make things
- Safety conscious
- Build, observe, inspect things
- Construct or repair
- Off-bearing or feeding machinery
- Follow instructions
- Operate tools and machinery
- Drive or operate vehicles
- Repair things
- Good with my hands
- Use complex equipment
- Use equipment

## Working with Data

- Analyze data or facts
- Investigate
- Audit records
- Keeping financial records
- Interpret
- Locate answers or information
- Balance money
- Calculate, compute
- Manage money
- Classify data
- Compare, inspect, or record facts
- Count, observe, compile

## Working with people

- Patient
- Care for
- Persuasive
- Confront others
- Pleasant
- Counsel people
- Sensitive
- Demonstrate something
- Supportive
- Diplomatic
- Supervise
- Speak in public
- Help others
- Tactful
- Insightful
- Teach
- Interview others
- Anticipate needs
- High energy
- Open minded
- Kind
- Take orders
- Listen
- Serving
- Trust
- Working with others
- Negotiate
- Understand
- Adaptable
- Outgoing

## Using words, ideas

- Articulate
- Innovative
- Communicate verbally
- Logical
- Remember information
- Accurate
- Research
- Create new ideas
- Design
- Speak in public
- Edit
- Write clearly
- Prefer details
- Understand the big picture

## Leadership

- Arrange social functions
- Motivate people
- Negotiate agreements
- Decisive
- Plan
- Delegate
- Run meetings
- Direct others
- Explain things to others
- Self-motivated
- Gets results
- Share leadership
- Think of others
- Direct projects
- Team builder
- Solve problems
- Mediate problems
- Take risks
- Empowering others

## Creative, Artistic

- Artistic
- Musical
- Dance, body movement
- Perform, act
- Draw, sketch, render
- Present artistic ideas
- Play instruments
- Expressive

## Add any other transferable skills that you think are important

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**FOOD AND RESTAURANT SKILLS:**

	COOKED	HANDLED	PREPARED	SERVED	TOOK (food orders)	CLEANED	STOCKED
S T R O N G E R	Delicately fried Evenly baked Sautéed Flambéed Thoroughly grilled	Controlled cash flow Managed complaints Operated equipment Processed payments Supervised staff	Arranged Prepped Ordered Organized Planned	Attended to Catered Eagerly served Provided for Waited on	Inputted Obtained Processed Readily accepted Accurately recorded	Diligently washed Disinfected Meticulously cleaned Sanitized Thoroughly rinsed	Inventoried Proactively stocked Refilled Reordered Replenished

**EDUCATION AND CHILDCARE SKILLS:**

	DISCIPLINED	INCREASED (scores)	LED (activities)	TALKED TO (parents)	TAUGHT	WASHED	WATCHED
S T R O N G E R	Corrected behavior Enforced policies Mediated conflicts Positively reinforced Redirected students	Enhanced Improved Steadily raised Strengthened Substantially boosted	Coordinated Directed Facilitated Enthusiastically guided Organized	Consulted with Discussed with Informed Notified Updated	Demonstrated Educated Instructed Modeled Reinforced concepts	Disinfected Thoroughly laundered Carefully cleaned Sanitized Sterilized	Cared for Monitored Cautiously observed Actively oversaw Supervised

**RETAIL AND CUSTOMER SERVICE SKILLS:**

	ANSWERED	HELPED	MET (sales goals)	PROMOTED	SOLD	STOCKED	TALKED
S T R O N G E R	Effectively solved Reconciled Resolved Settled Successfully satisfied	Provided Recommended Referred Suggested Supported	Achieved Fulfilled Satisfied Steadily reached Successfully completed	Actively promoted Advertised Strategically displayed Marketed Eagerly presented	Assisted w/ purchases Generated sales Increased profits Processed transactions Optimized sales	Accounted for Catalogued Inventoried Recorded Regularly itemized	Addressed Approached Contacted Greeted Welcomed

**OFFICE AND ADMINISTRATIVE SKILLS:**

	ASSISTED	CHECKED	COPIED (paperwork)	CREATED	FILED	PLANNED	WROTE
S T R O N G E R	Backed management Co-Facilitated Collaborated with Partnered with Supported	Analyzed Assessed Evaluated Examined Reviewed	Duplicated Photocopied Produced Replicated Reproduced	Creatively designed Developed Established Generated Produced	Assorted Catalogued Categorized Classified Labeled	Arranged Coordinated Organized Prepared Scheduled	Accurately logged Documented Entered Inputted Recorded

**TECHNICAL AND HANDS-ON SKILLS:**

	BUILT	FIXED	MAINTAINED	OPERATED	SET UP	SHIPPED	REMODELED
S T R O N G E R	Assembled Constructed Developed Installed Manufactured	Refurbished Renovated Repaired Restored Revamped	Conserved Preserved Retained Sustained Upheld	Controlled Directed Skillfully guided Maneuvered Piloted	Adjusted Automated Coded Encoded Programmed	Delivered Distributed Imported/Exported Supplied Transported	Modernized Modified Refashioned Renovated Transformed