Janna Gardner  
4567 Main Street, Chicago, Illinois 98052 • (716) 555-0100 • janna@example.com  
  
Software Development Professional with Human Resources background, aiming to leverage my experience in staffing and project management into a Software Engineering role. Highly skilled in data analytics and proficient with project management software.  
  
Experience  
  
20XX – PRESENT  
Project Manager | Lamna Healthcare Company | Chicago, Illinois  
Led development team to build and deploy a recruitment website. Managed project timelines, resources, and stakeholder communication, significantly reducing year-over-year recruitment costs by 14%.  
  
JUNE 20XX – AUGUST 20XX  
Human Resources Intern | Wholeness Healthcare | Boomtown, Ohio  
Assisted in recruitment outreach and the establishment of HR data analytics that inform business decisions. Conveyed technical information to non-technical audience.  
  
Skills  
Proficient with project management software • Excellent time management skills • Team player • Data analytics dependent decision-making  
  
Education  
MAY 20XX  
Bachelor of Arts Human Resources Management | Jasper University | Ft. Lauderdale, FL  
3.8 GPA • Member of university's Honor Society  
  
Activities  
Literature • Environmental conservation • Art • Yoga • Skiing • Travel