J a n n a G a r d n e r  
4567 Main Street, Chicago, Illinois 98052 • (716) 555-0100 • janna@example.com  
Software Engineer with 6+ years of experience assisting with and fulfilling organization's technical needs and requirements. A proven track record of using excellent personal, communication, and organizational skills to lead and improve software development teams. Proficient in project management software and data analytics. Possess excellent communication skills, high quality of work, and is driven and highly self-motivated. Team player with the ability to work independently.  
  
Experience  
20XX – PRESENT  
Software Engineer | Lamna Healthcare Company | Chicago, Illinois  
Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Led the development team to build and deploy a dedicated recruitment website.  
  
JUNE 20XX – AUGUST 20XX  
Intern | Wholeness Healthcare | Boomtown, Ohio  
Assisted in recruitment outreach to prospective employees.  
  
Skills  
Proficient with project management software  
Data analytics  
Excellent time management skills  
Conflict management  
Team player  
  
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