

Functional Resume Sample

John W. Smith

2002 Front Range Way Fort Collins, CO 80525
jwsmith@colostate.edu 123 4567 8910

Career Summary

Four years experience in early childhood development with a diverse background in the care of special needs children and adults.

Adult Care Experience

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals on a monthly basis.
- Managed 25 volunteer workers.

Childcare Experience

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw daily activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing daily classroom activities.
- Oversaw daily and special student activities.

Employment History

1999-2002 Counseling Supervisor, The Wesley Center, Little Rock, Arkansas.
1997-1999 Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas
1996-1997 Teacher's Assistant, Cowell Elementary, Conway, Arkansas

Education

University of Arkansas at Little Rock, Little Rock, AR

- BS in Early Childhood Development (1999)
- BA in Elementary Education (1998)
- GPA (4.0 Scale): Early Childhood Development – 3.8, Elementary Education – 3.5, Overall 3.4.
- Dean's List, Chancellor's List