

# Functional Resume Sample

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## **John W. Smith**

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### **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