

SAMPLE: FUNCTIONAL RESUME

ANDREA SANTOS

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OBJECTIVE

To join an institution where I can hone my skills in market research and product development and learn through experience and training.

COMPETENCIES

1. PROJECT MANAGEMENT, MARKET RESEARCH & STRATEGIC PLANNING

- Performed market research, conducted a survey and prepared a SWOT analysis aimed towards rehabilitating a product that was no longer in the market (Round Table Pizza).
- Formulated strategies and drafted a marketing plan based on information gathered.

Achievement

- Earned a grade of 90% for the project.

2. LEADERSHIP and TEAM MANAGEMENT

- Assigned as Team Head of five members in the campaign of Akbayan, one of our school's political party.
- Developed strategies and divided responsibilities across team members.

3. CUSTOMER SERVICE

- Appointed as Receptionist under Phil-Oh, Inc., a company under the Far Eastern University internship program
- Tasked to handle frontline work and answer incoming calls of clients

Achievement

- Proposed, cascaded and implemented standard telephone scripts and call handling policies used across the company

EDUCATION

Bachelor of Science in Business Management
Far Eastern University
2004-2008
Dean's Lister, 3rd Year, 2nd – 3rd Trimester
Dean's Lister, 2nd Year, 3rd Trimester
GPA: 3.0

EXTRA CURRICULAR ACTIVITIES

- Campaign Team Leader, Akbayan Party, Far Eastern University
Achievement:
Spearheaded and organized the first inter-party debate, FEU Debaters Association
- Treasurer, Business Management Society, Far Eastern University
- Member, Harlequin Theatre, Far Eastern University
- Member, Badminton Club, Saint Peter Village Association

TRAININGS ATTENDED

- The Planning Function of Managers in Organizations
By: Mrs. Evelyn Barbacena
Far Eastern University
March 2008
- Guidelines of Making a Business Successful
By: Mr. Ricardo Zulueta
Far Eastern University
December 2007

ADDITIONAL INFORMATION

- Proficient in Microsoft Office applications
- Speaks fluent Filipino, English and Mandarin