FRED J. FUNCTIONAL

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OBJECTIVE
To obtain a training position in the field of human resources utilizing my skills in recruitment, management and employee relations.

EDUCATION   May 2017
Master of Human Resource Development   Clemson, South Carolina
Clemson University   GPA: 3.8/4.0

Bachelor of Science in Psychology   May 2013
 University of Toledo   Toledo, Ohio
                                                                                             GPA: 3.2/4.0

HUMAN RESOURCE SKILLS
Recruitment/Selection
- Researched, compiled and created college recruitment resources obtained from a total of 35 schools to further enhance the company's marketing potential on university campuses
- Advised recruiters on the overall campus recruiting process
- Performed a thorough job analysis, using interviews and observation techniques for a new technical recruiting program
- Developed promotional leaflets on creative recruiting techniques to attract students to the Tampa Bay area and GTE Data Services
- Coordinated, implemented and scheduled campus interviews and information session dates
- Revised company brochures on benefits and college recruitment

Training and Development
- Instructed approximately 150 students weekly in resume writing, job search strategies, and interviewing techniques
- Conducted weekly interview, resume writing and internship workshops
- Created a "Train the Trainer" manual including task analysis, performance objectives, session plans, and tests to evaluate the training of Career Center personnel

Management
- Managed daily operations of five departments, including merchandising, inventory control, ordering and cash control
- Supervised, trained, scheduled, counseled and motivated 10 sales associates
- Prepared annual performance reviews on sales associates
- Utilized employee motivational and communication programs to improve departmental operations to increase production and efficiency

Employee Relations/Counseling
- Led investigations concerning employee grievances and conflicts and provided counseling as needed
- Served as a referral source for all employee inquiries and concerns
- Informed and advised sales associates of company policies and procedures on how to handle dissatisfied customers
- Assisted students in computerized job search information systems including resume disk for windows and student information systems

EMPLOYMENT HISTORY
Clemson University Career Center   Clemson, South Carolina
Employer Relations Assistant   August 2016 – Present
BMW Manufacturing, Professional Recruitment   Greenville, South Carolina
Human Resources Intern   June 2015 - August 2016
Macy's Department Store   Atlanta, Georgia
Department Manager   May 2012 - May 2015

COMPUTER SKILLS
Adobe InDesign   Adobe Illustrator   Microsoft Office

HONORS AND PROFESSIONAL ORGANIZATIONS
Society of Human Resources Management   August 2015-Present
Macy's Employee of the Month Award   December 2014
Dean's List   December 2010-May 2013

FUNCTIONAL RESUME

TIPS FOR DEVELOPING A 1-PAGE FUNCTIONAL RESUME

What is a functional resume?
- A functional resume emphasizes skills and abilities and deemphasizes the chronology
- Lists work experiences and skills sorted by skill area or job function

When should I use a functional resume?
- Changing careers or career focus in which you do not have the experience in the new field but have the skills and abilities to be successful
- Varied work experience or gaps in work history
- Little or no work experience

How do I build a functional resume?
- **Brainstorm** – think about your skills and accomplishments, include the following:
  - Volunteer experience
  - Experience in another country, industry, or job function
  - Education, academic background, and on-the-job training or certifications
  - Skills – technical or languages
  - Clubs or organizations
- **Arrange** – think about the most important skills related to the job to which you are applying
  - List skills in a brief bulleted statement about how you developed the skill through which job function or activity
  - Begin each bulleted statement with an action verb

What else is included?
- **Summary/Objective Statement** – at the beginning
  - A short, concise statement about what your goals are and what you bring to the table
- **Education** – beginning, middle, or end
  - Reversed-chronological listing of you education experience
- **Employment History** – at the end
  - Reversed-chronological listing of your work history
- **Computer/Technical Skills** – at the end
  - List relevant computer/technical skills
- **Honors and Professional Organizations** – at the end
  - List any relevant honors and professional organizations

CLEMSON
Center for CAREER AND
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(864) 656-0440
career.clemson.edu

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@ClemsonCCPD

COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition	Give specific examples & quantify where possible
Consider printing a position description & circling the below words and synonyms that appear in it. Bullet points should reflect these words/synonyms.	Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc…

Engagement

Competency	Definition	Examples
Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	

Innovation

Competency	Definition	Examples
Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	

Professionalism

Competency	Definition	Examples
Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	