

Margins are clean, and line up to keep the resume organized.

Mack T. Bulldog

Po Box 0000 Boiling Springs, NC 28017
704-406-0000
mbulldog@gmail.com

SUMMARY OF QUALIFICATIONS

- Results driven, detail-oriented professional
- Team building experience with children
- Customer service excellence
- Tactful communicator

Only include college degrees in progress or completed.

EDUCATION

Gardner-Webb University, Boiling Springs, NC
Bachelor of Science Degree in Health and Exercise Science
Anticipated Graduation, May 2019
GPA: 3.74

SKILLS are highlighted in a functional resume through categories and examples rather than by work experience. **Action verbs** are used at the beginning of each bullet point to show involvement.

SKILLS

Management

- Managed complex schedule of classes, school work, competition, practice, and volunteer efforts while maintaining a strong GPA.
- Supervised 12, 8-12 year old children at a sleep away camp including monitoring living environment, assisting with any concerns, and maintaining schedules.
- Supervised office area for medical facility including registering patients, scheduling and maintaining appointments, and basic administrative duties.

Communication

- Assisted with recruiting potential athletes through hosting guests, giving guided tours, and representing team in speaking engagements.
- Mentored middle school student in life skills and school work as tutor.
- Taught football skills to approximately 120 children, ages 8-12 in areas of running, throwing technique, and receiving.

Technical

- Experience using BodPod equipment
- Proficient in Adobe Pagemaker, Photoshop; Microsoft Office Suite

Since skills are a separate section, work experience is listed and isn't as prevalent in a functional resume. This is great if you don't have much work experience.

WORK EXPERIENCE

Office Assistant, First Care Medical Office, Boiling Springs, NC, Fall 2018
Coach/Counselor, Bulldog Pee Wee Camp, Boiling Springs, NC, Summer 2017
Camp Counselor, Camp Sunshine, Lake Lure, NC, Summer 2015-2016

HONORS/ACTIVITIES

2016-Present Athletic Scholarship
2016-Present Tutor, Springmore Elementary
2017-2018 Fellowship of Christian Athletes, Member

References available upon request.