
FUNCTIONAL RESUME EXAMPLE #1

PAT VICCOLO

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OBJECTIVE: Entry-level Organization Development position with an emphasis in training and management.

HIGHLIGHTS OF QUALIFICATIONS

Training and Group Development

- Design job search course curriculum, train students, and create tools to measure progress.
- Implement classic consulting model with disabled client population to accomplish 130% of government mandated job placement goal.
- Facilitate diverse employer panels to ensure a balanced interaction between speakers and students; tactfully assist in clarifying unanswered or misdirected questions.
- Use formal training on conflict resolution and group dynamics to communicate and uncover motivations of clients from diverse backgrounds that result in successful negotiation.

Administration

- Market job placement services by recruiting professional speakers, creating promotional brochures, and meeting community employers.
- Interview and assess applicants for internal hire and suitability for job placement program.
- Supervise clerical support staff to promote system wide organizational effectiveness.
- Proficient in IBM/ Macintosh computer operations and Internet resources.

International Experience

- Received 1995 Japanese Cultural Scholarship from Saratoga Sister City, which funded the first U.S. cultural exchange with Chugoku University in Okayama, Japan.
- Worked as a conversation partner and tour leader for visiting Japanese exchange students.
- Spent 6 months in Europe as an au pair and university student studying culture and French language.
- Volunteered time in Jamaica rebuilding shelters, caring for the underprivileged, and participating in a KQED documentary on Third World life.

EDUCATION

MS, Organizational Development, University of San Francisco	expected 2013
BA, Social Sciences, University of California, Irvine	2008

EMPLOYMENT HISTORY

Employment Trainer, Adult Education Program, Santa Clara, CA	2010 - present
Employment Trainer, Occupational Training Institute, San Jose, CA	2009
Computer Specialist, Onyx Systems-contract, Palo Alto, CA	2008-2009
Career Resource Coordinator, Apple Computer-contract, Cupertino, CA	2007

AFFILIATIONS

American Society for Training and Development	
• Officially commended for ASTD service	2009
• Scholarship awarded to attend the annual national conference in Hawaii	2008