
FUNCTIONAL RESUME EXAMPLE #2

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PROFESSIONAL SUMMARY

A dynamic writer with an outstanding 10-year track record managing projects in communications, client service, education, and campaign finance. Decisive professional and creative thinker who brings a strong combination of vision, strategic planning, task orientation, and interpersonal skills to a leadership role.

HIGHLIGHTS OF QUALIFICATIONS

Writing

- Wrote 225-page memoir to complete major project requirement for M.F.A. degree in Writing at University of San Francisco.
- Wrote comprehensive business plan for apparel sourcing company's second stage financing.
- Wrote two annual reports for public biotech company that were distributed to over 75,000 people each year.
- Wrote press releases, shareholder letters, executive correspondence, and marketing collateral for public and private companies.

Strategic Communications

- Developed and built proactive shareholder communications program for public company that contributed to tripling shareholder value despite company's continued financial losses.
- Advised CEO on communications strategy based on company position, shareholder sentiment, and public perception.
- Collaborated with executive management to write scripts for media conference calls.
- Performed identity consulting and developed position statements for public and private companies.

Public Relations/Client Service

- Served as company spokesperson at public corporation.
- Established and supervised materials request fulfillment process for company's investor relations program.
- Hosted investor visits and led company tours.
- Pitched news stories and managed their dissemination to media outlets.

International Expertise

- Culturally sophisticated independent traveler who has lived in Europe and Asia. Extensive international knowledge and experience in over 20 countries on five continents.
- Consulted on cultural and economic issues related to Southeast Asia for non-profit organization.

Additional Skill Sets in Event Planning and Teaching Available Upon Request

EMPLOYMENT HISTORY

Analyst	UCSF Institute for Global Health, San Francisco, CA	2009-present
Special Ed English Instructor	Thanh Xuan Peace Village, Hanoi, Vietnam	2008
Communications Consultant	Globe-Tex Apparel, New York, NY	2007-2008
Manager - Investor Relations	Imatron Inc. (NASDAQ: IMAT), So. San Francisco, CA	2005-2007

EDUCATION

M.F.A., Writing	University of San Francisco	2012
M.A., Writing	University of San Francisco	2008
B.A., Political Science	University of Georgia	2004