

Chronological Resume Example

NEEDA JOB

Somewhere, MD. 21777 * 410-888-2222 * njob@carrollcc.edu

EDUCATION

Carroll Community College
Major: *Business Administration*

Westminster MD
2019-present

PROFESSIONAL EXPERIENCE

Federal Savings and Loan Association
Manager, Escrow Division

Frederick, MD
2019 to present

- Restructured insurance department to improve work flow and communication amongst staff through TEAMS and Google Docs
- Supervise staff of nineteen people, setting up goals to advance production, and reviewing performance with periodic evaluations
- Converted and updated Payee Code System consisting of 11,000 codes to date
- Develop and teach training classes for new employees, improving knowledge of company policies and standards
- Verify employee identification and qualifications

Odd Jobber INC.
Temporary Tax Assistant

Mt. Airy, MD
06/19 to 08/19

- Utilized Quick Books *and customized* bookkeeping spreadsheets to produce payroll and expense reports

Gotcha Insurance Company
Clerk

Baltimore, MD
11/17 to 6/19

- Developed objectives and plan for employees to meet corporate goals
- Established documentation and reports to implement achievement of goals
- Monitored and distributed correspondence both electronically and hard copy
- Coordinated installation of new computer software with home office
- Implemented training program for three offices, insuring smooth transition for new software

Happy Acres
Activity Director Assistant

Mt. Airy, MD
2016-2017

- Coordinated activities in assisted living center, increasing socialization and physical stamina for fourteen residents

SERVICE LEARNING

ARC of Carroll County

Fall 2019

- Prepared and presented lesson on employability skills for clients of ARC
- Created activities to reinforce learning concepts