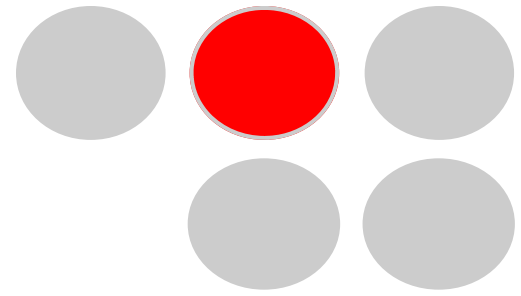


Combination Résumé Sample



Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Summary

- Committed, flexible, and responsible professional capable of working on a team or individually.
- Track record of excellent workplace attendance and dedication.
- Well-rounded and respected employee entrusted with leadership roles (trainer of new employees) and key supportive roles (project liaison).

Education

Southern Illinois University Edwardsville
Bachelor of Arts in Psychology, Minor: Sociology

Edwardsville, IL
Expected: May 2013

Professional Experience

Senior Assignment Spring 2013

Southern Illinois University Edwardsville

- Worked on a team with five peers to evaluate the logistical operations of a mid-size company.
- Served as project liaison between our group and the company and was responsible for maintaining an open line of communication throughout the project's duration.
- As a team we gathered and analyzed data, drafted a recommendation report, and then presented our findings to the company's operations board members.

Administrative Assistant

June 2009 – August 2012

Law offices of D&D, Sinclair, IL

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Other Experience

Server

January 2008 - June 2009

Johnnies Grill and Pub, Blissfield, IL

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