

SAMPLE RESUME MAKEOVER

Mary Homemaker
Rural Route #1, Box 10
Nashville, TN 37000
Phone: 555-555-5555

“BAD”

EXPERIENCE

1984 - Present

Banquet Planner and Coordinator, Community Church,
Nashville, TN
Coordinated 20 church members in preparing and serving
banquet meals to community groups of 25-350 persons.
Efforts resulted in gross income of \$18,000. Responsible
for quality control and management of finances. Plan
menus and table decorations with community
representatives

1983-1984

Kitchen Facility Planner, Community Church,
Nashville, TN
Committee chairman responsible for planning and
remodeling church kitchen facilities to accommodate
preparation and serving of food to large groups. Purchased
all equipment by bid procedure for kitchen facilities.

1982-1983

Market Researcher, Community Church,
Nashville, TN
Member of committee which planned and developed a
community market research questionnaire to determine the
need for a large group food service facility. Assisted with
conducting the survey and summarizing results.

1977 - 1979

Instructor, Community Church High School Sunday School
Nashville, TN
Developed creative instructional materials appropriate for
15 youth aged 14-18 years. Initiated and planned social
functions for the youth of the church.

EDUCATION

1971 - 1973

Undergraduate work in elementary education.

University of Florida

College Town, FL

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OBJECTIVE

To use my skills as a dietician in a challenging position as a dietary management trainee in a food service establishment.

SUMMARY OF QUALIFICATIONS

Experience working with community based organizations to plan, analyze and implement a large banquet facility. Dedicated to working with a team of individuals to achieve the best results for the organizations. Possess strong interpersonal skills to enhance team work and performance.

SKILLS & ACCOMPLISHMENTS

- Staffing experience
 - Worked with community members to create menu and table decorations.
 - Worked with local dietician to create appetizing and nutritious meals.
 - Managed the serving of meals to community groups of 25-350 people.
 - Teamed with over 20 church members to prepare and serve meals.
- Budgets and Financial Reporting
 - Managed the budget of the Banquet facility.
 - Proficient in tools to track finances, including Excel and QuickBooks.
 - Created bid process for purchase of kitchen equipment.
- Marketing and sales
 - Marketed banquet facility which resulted in gross income of \$18,000.
 - Created new system to track and manage banquet facility rentals and sales.
 - Planned and developed a community market research questionnaire.
- Performing administrative activities
 - Facilitated, planned and remodeled church kitchen facilities to accommodate large groups.
 - Summarized results of survey sent to the community.
 - Presented results to Church members.

EXPERIENCE

Banquet Planner and Coordinator	Community Church	1984 - present
Kitchen Facility Planner	Community Church	1983 - 1984
Market Researcher	Community Church	1982 - 1983

EDUCATION

1971-1973 <i>B.A. Elementary Education</i>	College of Florida	College Town, FL
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