

Sample Resumé

Planner with little Experience

Polly Planner

123 Your Street

Your City, Your State 00000

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Objective

Seeking a position in the events/meetings industry where my experience and enthusiasm for planning events will contribute to the overall success of the organization.

Professional Experience

2004—Present

Humphrey's By The Bay (Restaurant and Concert Venue)

Administrative Assistant

- Proficient in Microsoft Office applications such as Word, Excel and PowerPoint. Other training with Access, MSN Project, PageMaker and Photoshop
- Typing (60 wpm), filing, writing correspondence, answering phones
- Assist manager with details for the concert series schedule (summer)
- Greet performers and arrange for special requests

2004—2005

The Elegant Buffet (Catering Services)

Server/Setup Assistant

- Arrived prior to event to set up tables, dishes and decorations
- Helped plan menus and themes
- Served foods and beverages to function guests
- Identified potential problems and suggested solutions to ensure a successful event

2003—2004

Beach Bay Café

Deli Worker/Cashier

- Prepared and served lunch and dinner menu items
- Assisted in preparing boxed lunches for large groups
- Ordered food and supplies for owner
- Responsibly handled the cash register and banking chores

Education

A.A. Office Management, 2004

San Diego City College

Currently enrolled in Certified Special Events Professional (CSEP) program. Certification to be completed by November 2006.

Volunteer Experience and Service

Coordinator for Annual Awards Dinner

St. Augustine Church

Program Chair

San Diego Rowing Club

Volunteer Driver

Meals on Wheels

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