

FUNCTIONAL RESUME
4 PARK WEST • BROOKLYN, NY 11215
(718) 555 – 1844 • writer@mail.com

PROFILE

Expert *Word-processing Specialist* with extensive experience creating and editing complex documents. Skilled at writing, editing and proofreading documents using many major software packages. Related experience includes developing, editing and marketing original works for publication including two novels. Recognized for consistently meeting tight business and publishing deadlines.

ACCOMPLISHMENTS

Word Processing Specialist

- Fulfilled word-processing and administrative assignments at Dependable Staffing, Inc. clients including The Harvard Club, The New York Yacht Club, Maximus, Inc., Elmhurst Hospital, Lennox Hill Hospital and Beth Israel Medical Center.
- Performed complex word processing and data entry functions utilizing a wide variety of software platforms including MS-Word, Access, Excel, PowerPoint and QuarkXPress.
- Transcribed high volume dictation for a team of eight insurance claims specialists using Dictaphone digital equipment and cassettes.

Freelance Writer

- Created, word-processed, edited and marketed magazine articles and novels.
- Sold two novels to Media Books, including Kiss the Mountain and The False Moon.
- Wrote The Shadow Grows, a novel that is currently under publisher's review.
- Published a short story in Portland Magazine which has a circulation of 100,000.

Recreational Assistant

- Assigned to work with Alzheimer's patients at The Mind Center.
- Escorted clients safely in and out of the facility.
- Served coffee and lunch to as many as 25 clients daily in the Center's dayroom.
- Ran client recreational activities including music, memory games and exercises.

EMPLOYMENT

THE MIND CENTER , Brooklyn, NY, <i>Recreational Assistant</i>	2012 - Present
SELF-EMPLOYED , Brooklyn, NY, <i>Freelance Writer</i>	2006 - 2012
DEPENDABLE STAFFING, INC. , New York, NY, <i>Word Processor</i>	1996 – 2006

CERTIFICATES

Microsoft Office User Expert Certificate, Microsoft, Inc., (1997)

EDUCATION

B.A., English, Fairfield University, Fairfield, CT

COMPUTER SKILLS

MS-Word, Excel, Access, PowerPoint, QuarkXPress, Photoshop, Fedora, Ubuntu