

# SAMPLE CHRONOLOGICAL RESUME

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## JANE SMITH

7982 Central Park Avenue, Apt. 8  
Phoenix, AZ 85018

Phone: 602-555-5050  
E-mail: [janesmith@syntax.com](mailto:janesmith@syntax.com)

### SUMMARY OF QUALIFICATIONS

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- 10+ years experience in administrative and clerical work
- Ability to work independently or in a team setting
- Proficient in Microsoft WindowsXP, including MS Word, Excel and Outlook
- Excellent telephone, customer service and people skills
- Transcription experience with typing skills of 70 wpm

### PROFESSIONAL EXPERIENCE

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**Administrative Assistant**, Blackwood Systems, Inc., Scottsdale, AZ 12/02-12/07

- Oversaw \$600+ expense budget and used funds for purchasing supplies
- Stocked and maintained office supplies in order to provide a neat and organized workplace
- Maintained front desk and served as company gatekeeper to ensure that employees could work without being disturbed
- Accurately and efficiently inventoried, documented and transported confidential information to an off-site storage facility

**Consultant Assistant**, McDougal Littell, Phoenix, AZ 09/00-12/02

- Used professional phone skills to listen to customers' needs and determine the necessary action
- Reviewed and processed expense reports to ensure accuracy before submitting to corporate headquarters
- Assisted with the planning and coordination of regional sales meetings
- Assisted Consultant Manager by compiling and preparing a detailed monthly report of the attendance records of 23 sales consultants categorized by individual, regional and national spreadsheets

**Sales Assistant**, The Trane Company, Phoenix, AZ 04/98-07/00

- Supported sales engineers by ordering, tracking and scheduling deliveries of heating and air conditioning equipment in a precise manner
- Prepared literature and submitted proposals to customers to describe the equipment and its cost
- Determined installation sites for equipment by reading and interpreting plans and blueprints

**Administrative Assistant**, Professional Career Consultants, Scottsdale, AZ 06/96-04/98

- Greeted customers and referred them to their consultant by answered incoming calls
- Handled all customer correspondence for 4 recruiters in a busy office setting
- Entered 30+ candidates into database daily, submitting qualified candidates to national recruiting network and retyping resumes when necessary. Prepared and sent invoices to companies that hired our candidates

### EDUCATION

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Mesa Community College, Mesa Arizona  
**Associate of Applied Science/ Business**