

SAMPLE FUNCTIONAL/SKILL BASED RESUME

NITA JOB

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OBJECTIVE To obtain an Events Manager position

SUMMARY OF QUALIFICATIONS

- Over 2 years event management, marketing, training and coaching experience
- Strong communication, presentation and time management skills
- Confident and poised in interactions with individuals at all levels
- Fluent in Spanish, French and English

EDUCATION

Master of Arts

December 2010