

Combination Format for a Return-to-Work Candidate

Creative format reinforced this candidate's personality and was said, by the employer who hired her, to have been the key reason she was hired!

Combination format creates a section for achievements or the most relevant highlights. Unlike in the functional format however it is followed by a fully developed professional experience section. In this return-to-work situation, this also allowed us to push the gap in employment further down on page one.

Summary is extensive and pushes unfavorable dates to the bottom of page one.

Fully developed professional experience section is part of the combination format, providing readers with the what and where information they want.



"Amy blooms wherever she is planted."

— Jeff Stevens, Captain, Denver Fire Dept.

Amy J. Raine

Administrative & Office Management Professional

"Amy exemplifies a caring, cooperative, and eager attitude to do her best..."
"The office environment has been enhanced by her efforts of professional excellence."

Highly personable, efficient, and organized administrative professional with strong communication skills; possess a knack for handling multiple competing deadlines and deploy enhanced systems and processes. Embrace change as a means to increase organizational and team-wide effectiveness, assimilating quickly in transitional situations and changing roles as needed to maintain productivity. Excellent multitasking and organizational skills; performance consistently rated as *Superior*, noted as a *Significant Contributor*, and honored with the *Outstanding Customer Service Award* from the Denver Civic Association. Unwavering ethical character; can be trusted to handle confidential information with the utmost discretion. Technically proficient in Word, Excel, PowerPoint, and Outlook; learn new and proprietary systems quickly.

Core Skill Areas:

- Calendar Management	- Reporting & Tracking	- Payables & Receivables
- Travel Coordination	- Records Management	- Payroll Processing
- Expense Reporting	- Hiring & Training	- Manual Design
- Purchasing	- Scheduling	- MS Office

Selected Professional Achievements

- Established, and later relocated, several offices from the ground up;** involved with researching locations; setting up records management systems; installing software; hiring and training personnel; purchasing supplies and equipment; and creating policies, procedures, and systems to foster a sound operating infrastructure.
- Designed and implemented detailed forms and reports to track and notify** personnel of requirements in the areas of professional development, licensure renewal, and physical examinations; facilitated heightened awareness of requirements and a fully compliant operating environment.
- Developed first-time training and on-the-job reference manuals** providing each team member with an in-depth knowledge of operating processes and policies; redesigned electronic manuals to allow for ease of use and expeditious information retrieval through the incorporation of embedded links.

Professional Experience

Ridge Chalet, Vail, Colorado – 2006 to 2008
Office Management | Administrative | Customer Service

Managed administrative functions for a luxury year-round cabin rental business with 7 properties set atop 150 acres in the picturesque Vail region. Formalized policies and procedures, creating an organized and efficient operating environment to ensure consistency of internal and customer-facing activities. Processed payables and receivables, maintained complete and accurate records, and managed human resources concerns. Controlled expenses through diligent ordering and supply management. Fielded incoming inquiries via phone, email, and mail, and corresponded directly with prospective visitors. Oversaw an eight-person team including office, housekeeping, and grounds staff. *Continued...*



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