



FLEXIBLE EMPLOYMENT SOLUTIONS

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SAMPLE 30 SECOND COMMERCIALS

Background Summary

Looking to secure a position in an Administrative Support role using my relative experience and work history as demonstrated in over 18 years of experience supporting computer sales, service delivery and operations organizations. Demonstrated pattern of continued growth, managing complex projects. Strong communication, team leadership and organizational skills. Successful in building productive business relationships and utilizing cross-functional teams to research and resolve complex issues effecting customer satisfaction, revenue flow and department efficiency.

Professional Profile

Highly motivated results-oriented administrative assistant capable of working independently or as a member of a team. A well organized and effective communicator with a demonstrated ability to effectively prioritize work completing multiple concurrent assignments within schedule constraints. Ability to work under pressure and meet deadlines while handling highly confidential data.

SUMMARY OF QUALIFICATIONS

- ◆ 3+ years working temporary assignments with several Fortune 500 companies; to gain the knowledge of the human resources profession through some of the top HR Executives.
- ◆ Solid Experience in HRIS Implementation with systems such as ADP, Great Plains, and Peoplesoft. As well as Recruiting Implementation and training in programs such as Virtual Edge, Bull Horn, and Taleo; with the ability to quickly master new software, and techniques.
- .. Well versed in ERISA, Self Funded Insurance, Section 125 plans, Cafeteria plans, FMLA, ADA,
- .. Exceptional problem solver driven to succeed with strong interpersonal skills and negotiation skills, while still assuming both an authoritative and democratic leadership, with the ability to turn a vision into reality.
- ◆ Boundless energy, capable of adopting a number of roles simultaneously, swift and agile.
- ◆ Excellent communication and presentation skills.

PROFESSIONAL BACKGROUND SUMMARY

Over 15 years experience in higher education. Team-spirited, results-oriented, organized professional focused on student achievement, retention and advocacy. Consistently successful in launching and managing innovative programs and enhancing existing programs. Core competencies include academic advising, course selection, career guidance, student counseling, teaching and presentation, campus events, student orientation, admissions, marketing, and personnel recruiting, training and development.

Background Summary

Strong administrative skills, diverse professional background, ability to work well with people, high quality work ethic, knowledge of various software programs, adaptability to new environments, and over 20 years of experience. Specialty areas of support for Engineering, Health Care. Ability to work with in large departments and take direction from multiple sources.

CAREER SUMMARY:

Over 20 years business experience with years training, career management and business experience. An experienced Project Manager and Facilitator with a Master of Science in Training and Organizational Development.

- Career Management Skills
- Performance Objectives and Measurement
- Presentation Skills
- Process' and Procedures
- Training Design
- Facilitation

Top 10 - What Employers are Looking for in a Resume

- 1) ***Keep it Simple, Concise, Exact, Brief:***
Outlined/bulleted form, hiring managers want resumes that are easy to read and understand
- 2) ***Complete Contact Information:***
Name cell/home numbers, set up an email address that is professional
- 3) ***Use of White Space, Neatness:***
Hiring managers don't want to read resumes with small fonts that are filled with words from top to bottom – Use bullets, expand the margins – remember most of the time your resume is being looked at on a computer screen.
- 4) ***Use Action Verbs, Get Rid of the I's:***
Hiring managers quickly want to see what you have successfully done and therefore what you can do. Remember to use past tense in prior jobs and current tense in your current job EX – participated in, coordinate, answered, solved, distributed, handled, or file, write, etc...
- 5) ***Dates and Gaps Accounted for – Be Specific as Possible:***
Hiring managers want to see a steady work history or gap time accounted for.
- 6) ***Traits to Personalize - 30 Second Commercial:***
Gone are the days of cover letters, be sure to include at the top of your resume a background summary of your overall experience. 3-4 sentences describing yourself, background, area of expertise etc...
Hiring managers want to see a little bit of you, what you can bring to the table. EX – Excellent listener, problem solver, good communicator etc...
- 7) ***No Spelling, Grammar Errors:***
Most hiring managers will discard a resume with errors, be sure to double check your resume. Errors show a lack of care and proofing skills which are transferable to any job.
- 8) ***Bullet Benefits - List not only Tasks but RESULTS (Accomplishments):***
Benefits prove that what you do has value to your department, team and company.
EX – Saved time, increased profits, increased efficiencies
- 9) ***Save on Text Boxes, Underlines and Fancy Formats:***
Most HIRS systems that employers use do not recognize these items and reformatting is necessary.
- 10) ***Get Rid of the Objective and References Upon Request:***
Everyone knows your objective is to get a job and that you will provide references.