**Functional Resume Sample**

**Career Summary**

**John W. Smith**

2002 Front Range Way Fort Collins, CO 80525 jwsmith@colostate.edu

Four years’ experience in early childhood development with a diverse background in the care of special needs children and adults.

**Adult Care Experience**

* Determined work placement for 150 special needs adult clients.
* Maintained client databases and records.
* Coordinated client contact with local health care professionals on a monthly basis.
* Managed 25 volunteer workers.

**Childcare Experience**

* Coordinated service assignments for 20 part-time counselors and 100 client families.
* Oversaw daily activity and outing planning for 100 clients.
* Assisted families of special needs clients with researching financial assistance and healthcare.
* Assisted teachers with managing daily classroom activities.
* Oversaw daily and special student activities.

**Employment History**

1999-2002 Counseling Supervisor, The Wesley Center, Little Rock, Arkansas. 1997-1999 Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas 1996-1997 Teacher’s Assistant, Cowell Elementary, Conway, Arkansas

**Education**

*University of Arkansas at Little Rock, Little Rock, AR*

* BS in Early Childhood Development (1999)
* BA in Elementary Education (1998)
* GPA (4.0 Scale): Early Childhood Development – 3.8, Elementary Education – 3.5, Overall 3.4.
* Dean’s List, Chancellor’s List