ASHTYN JONES

Functional Resume

OBJECTIVE

Stick to genuine information. This will ensure your success in securing the job. If you fail to showcase your true merits from the outset, it will be harder to do so during the interview. Your resume encapsulates your narrative, comprising your educational background, professional journey, personal attributes, and desired role.

CONTACT

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EDUCATION

Master's Degree

Major

Illinois University

2018 - 2021

Bachelor's Degree

Major

Chicago University

2014 - 2018

SOFTWARE

Google Docs

Microsoft Power Point

Microsoft Word

Microsoft Excel

Keynote

Adobe Acrobat

SKILLS SUMMARY

RESEARCH

Utilize shorter sentences for improved readability. Incorporate numerical values, such as dollars and percentages, as they enhance text visibility.

- As an executive, it's crucial to specify the number of your subordinates.
- I oversaw the department, handling a budget of $750,000.
- Raised sales by 35% across 6 states.

TIME MANAGEMENT

Nevertheless, what about individuals whose job constraints prevent them from showcasing efficiency enhancements and triumphs in competitions?

- Highlight your dependability and ability to consistently deliver high-quality work.
- Remember to save the alterations to this document once you have completed it.

CREATIVITY

In the creativity section of a resume, you should highlight any experiences or skills that demonstrate your ability to think innovatively and solve problems in a unique and effective manner.

- Please remember to save any modifications made to this document once you have completed it.
- This template was designed for effortless editing, but if any issues arise, you can always undo your last action using the 'ctrl + z' or 'command + z' function.
- If you require assistance, please don't hesitate to reach out to us via text; we are always happy to provide helpful tips.