

DISPLACED HOMEMAKER (Management)

In the sample displaced homemaker (management) functional format focuses attention on candidate's major skills and accomplishments.

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Objective: To secure a position as a management trainee

Summary of Skills:

Administration

- Led meetings of fifteen participants
- Created tentative plans for the quarterly meetings
- Supervised team of seven volunteer firefighters
- Scheduled musicians for the Bang's community center during the summer music festival
- Coordinated weekly films for "Culture on the Common" program during one summer
- Kept receipt records for yearly Exotic Foods Fest with revenue in excess of 550,000

Communication

- Developed grant requests for team of volunteer firefighters
- Led Christian youth group weekend retreats each month
- Tutored teenagers with math anxiety
- Spoke before groups of concerned teachers, parents, and citizens regarding adolescent violence
- Conducted telephone surveys assessing the overall happiness of teenagers with the local school [system](#)

Planning

- Coordinated youth group travel plans
- Planned calendar of events for recently opened teen center
- Developed new feedback oriented lesson plans for high school classrooms

Education:

Massasoit Junior College, Canton, MA A.S. Management, 1978 Honor society

[Computer Skills:](#)

Lotus 1-2-3, Microsoft Word

Interests:

Hiking, camping, and antique collecting

References:

Available upon request