

# Reverse Chronological Resume Example

## Sean A. Morrison

(406) 123-4567

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Missoula, MT 59801

### Highlights of Qualifications

Two years progressive human services experience  
Demonstrated ability in hiring and training staff  
Well versed with inpatient treatment plans and protocol  
Effectively work with diverse people, both individually and in groups  
Fluent Spanish speaking and writing skills

### Education

**Bachelor of Arts in Psychology (GPA: 3.61), May 2017**

Minors: **Human and Family Development, Spanish**

University of Montana

**MANDT Training Certification, January 2017**

### Relevant Experience

#### Program Assistant Intern

January 2017 - Present

Poverello Center

Missoula, MT

- Provide diverse services to homeless program residents including assessing and recommending appropriate community referrals
- Monitor thirty-bed facility and enforce rules while ensuring resident safety
- Assist human resources manager with onboarding and training staff
- Translate from Spanish to English for transient populations

#### Independent Care Provider

May 2016 - January 2017

Missoula Developmental Services Corporation

Missoula, MT

- Provided supervision to adult with cognitive delay and seizure disorder
- Assisted with daily living functions and implemented behavioral program/token system
- Collected data and completed paperwork for incident reports, program records, and medication administration

#### Intervention Specialist

August 2015 - December 2016

Mountain Peaks, Inc.

Missoula, MT

- Served as a member of the Individual Treatment Plan (ITP) team
- Assisted clients age 15-17 in accomplishing substance abuse treatment plan objectives
- Provided support services to youth upon release from detention facilities
- Administered collection and documentation of substance detecting analysis tests

### Additional Experience

**Volunteer**, Crisis Intervention Hotline, YWCA, Missoula, MT

June 2016 - Present

**Mentor**, Big Brothers Big Sisters, Missoula, MT

March 2015 - Present

### Activities/Organizations

**Missoula Downtown Association**, Missoula, MT

April 2016 - Present

**Psychology Club**, University of Montana, Missoula, MT

August 2014 - May 2017

# Combination Resume Example

## Hannah Cortland

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Missoula, MT

### SUMMARY OF QUALIFICATIONS

- Demonstrated ability to complete accounting tasks using QuickBooks and Peachtree
- Strong record of implementing initiatives that improve financial practices
- Progressive responsibility in the areas of office organization and operations
- Experience with accounts payable/receivable and financial reports

### RELATED EXPERIENCE

#### Bookkeeping

- Computed and prepared monthly billings for over 50 employment agency clients, achieving a record of exceptional accuracy
- Maintained records of daily income and prepared agency's bank deposits
- Calculated payroll deductions: state/federal taxes, disability, and social security
- Developed monthly financial report for Managers and Board of Directors

#### Office Coordination/Scheduling

- Created an efficient filing system, transforming haphazard records into readily retrievable system
- Coordinated wide range of logistics for office functions
- Supervised repairs of office equipment and performed minor repairs and maintenance
- Researched sources, selected new office equipment, and ordered supplies
- Responded by mail to employer requests for insurance related information
- Created online form responding to inquiries from potential job applicants

#### Data Entry

- Accurately entered personnel data for over 500 applicants using customized computer program; updated and maintained each applicant's records
- Used Microsoft Office Suite to create database/spread sheet programs and trained staff to use programs
- Designed and produced promotional brochure for employment agency: compiled and edited text and laid out graphics using Publisher

### EMPLOYMENT HISTORY

<b>Bookkeeper</b> , A Temporary Solution, Missoula, MT	March 2016 – present
<b>Bookkeeper</b> , Rivendell Residential Treatment, Bozeman, MT	August 2013 – March 2016
<b>Accounts Payable/Cashier</b> , The Good Food Store, Missoula, MT	June 2011 – August 2013

### EDUCATION

<b>Associate of Applied Science in Accounting Technology</b> University of Montana	May 2013
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### **Sean A. Morrison**

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Missoula, MT 59801

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### **Professional References**

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**Jim Smith, Director**

Poverello Center  
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**Barbara Jones, Director**

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**Dr. John Baker, Associate Professor**

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