

Resumé Breakdown | Career Returner

1 Expert Tip: Don't include your LinkedIn profile unless it's current and complete.

2 Expert Tip: Describing successes is a great strategy for those with non-traditional experience.

3 Expert Tip: Customize this area based on specific job description details.

4 Expert Tip: Include your GPA only if you're a relatively new graduate and it's 3.5 or higher.

5 Expert Tip: Including relevant coursework shows knowledge of subject matter.

CASSANDRA LANDON
012.345.6789 | Savannah, GA | cslandon@eeemail.com

Organized, proactive, and flexible administrative coordinator with experience in managing and executing multiple projects simultaneously while delivering exemplary client service, advancing organizational goals and priorities, and anticipating division/team needs.

- ✓ Successfully managed meeting and scheduling logistics and customer service delivery at high-volume recreation center (>750 family memberships offering 500 programs/activities).
- ✓ Coordinated international travel and relocation logistics across EU, US, and Canada, including managing visa processes, education research, real estate purchases/leases, transportation coordination, cross border vehicle registrations, and customs paperwork.
- ✓ Negotiated contracts to optimize terms and maximize cost savings.

Skills Summary: Time Management ♦ Communications ♦ Calendar Management ♦ Project Management and Execution ♦ Customer/Client Service ♦ Meeting Planning ♦ Confidentiality ♦ Problem Solving ♦ Scheduling ♦ Tech Savvy

Bachelor of Science (B.S.) - Business Administration with General Management Certificate
GPA: 3.77 | University of Phoenix, February 2021

Coursework Topics: Integrated Office Applications, Cloud-Based Applications, Computer Hardware, Utilities and Software Applications (including spreadsheets, word processing, and presentations), Project management, Business Communications, Accounting, Data Analytics, Marketing, Change Management

Notable Achievements:

- ✓ National Society of Leadership and Success (merit-based organization with mandatory leadership development curriculum completion prior to induction)
- ✓ Delta Mu Delta International Honor Society in Business (for students maintaining 3.65 or higher GPA and in top 20%)
- ✓ National Society of Collegiate Scholars (invitation-only, based on GPA of 3.4 or higher)

Greater Savannah YMCA, Savannah, GA 9/2019 – Present
FRONT DESK LEAD (pro bono role)
Managed and coordinated 20-person volunteer team charged with staffing full-service membership desk. Recruited and trained new staff to ensure full continuity of services.

Expat Relocations (multiple locations) 1/2010 – 6/2019
PROJECT MANAGER – COORDINATOR
Handled all details, paperwork, and research for six expat relocations (military family) across two continents and 6 countries, leveraging policies and programs to their fullest to minimize family disruption and costs.

EARLIER CAREER roles include: Auto Dealership Receptionist and Appointment Setter/Scheduler for a lawn sprinkler franchise.

6 Expert Tip: It can be impressive (and helpful) to detail criteria for nomination or acceptance into honor societies.

7 Expert Tip: Volunteer (or 'pro bono') experience can also provide proof of skills/abilities.

8 Expert Tip: Relevant life experience can add value to your resumé. This candidate managed multiple family relocations due to her partner's military deployments.

9 Expert Tip: Listing earlier job roles can add dimension to your experience when returning to the workforce.

Explore more career support resources at phoenix.edu/blog/career-support/tools-resources.html