

Sample Reverse Chronological Resume

Tony Brown
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Objective: Currently pursuing a challenging position focusing on Human Resources, where I can demonstrate my professional potential, educational background and obtain valuable experience while contributing to a team effort.

Education: **York College, City University of New York** **Jamaica, N.Y.**
Bachelor of Science in Business Administration with a concentration in
Human Resources Management, June 2006
GPA: 3.6

Honors: York Scholars Program (2004-2006)

Experience:

JP Morgan/Chase **New York, N.Y**
8/03-4/04 HR Intern/Assistant to the Executive Director of Compliance Programs & Legal Affairs

- Prepared internal employee communications regarding compensations, benefits, and polices
- Generated and distributed Affirmative Action Plan letters
- Screened all resumes submitted
- Handled special projects as needed

Delta Funding Corporation **Westchester, N.Y**
2/03-4/04 Mortgage/Funding Processor

- Calculated and wired loan proceeds for the broker division
- Tracked consolidation loans, extension loans and wet settlement loans
- Assisted with loan operation functions as needed

Banana Republic **Jamaica, N.Y**
5/00-9/02 Sales Associated

- Assisted customers with selecting store merchandise
- Created merchandise displays
- Processed new Banana Republic credit card accounts

Skills:

- Bilingual (English/Spanish)
- Microsoft Word, Excel, and Power Point
- Navigating the Internet

Professional: Society of Human Resources Management (SHRM) – Student Chapter