**Sample Functional Resume**

**FIRST AND LAST NAME**

Overland Park, KS

C: (785) 555-5556

samplename@outlook.com

**SUMMARY OF QUALIFICATIONS**

10+ years as the line supervisor of highly competitive distribution center; leading and developing a team of 25+ members at a given time to ensure product is quality assured prior to leaving the facility with a 10% error rating in past year.

Proven skills include:

— Onboarding — Cross Training — Motivation

— Staffing/Scheduling — Safety Protocols — Retention

* Member of the National Management Association.
* Served as a liaison of upper management and the staffing company.
* Hold the record of highest production with lowest overhead cost of departments.
* Have trained 100+ employees and a track record of 90% retention of talent.
* Department has increased safety training and ensured cross training resulting in 60 less accident reports in the past year.
* Hands-on leadership, forklift operation and in-house certification.
* Certified with OSHA 10.
* CPR Certified and EMT coursework (no certification).
* Kansas WORKReady! Certificate: Silver level credential, 2003.
* Introduced company to the Kansas WORKReady! Resulting in numerous accolades for the proven ability of the assessment in the workplace.

**PROFESSIONAL EXPERIENCE**

Line Supervisor 2000-Present

Assistant Line Supervisor (1.5 yrs)

Team Member (1.5 yrs)

Company Name, Topeka, KS

**EDUCATION**

**BA in Business Administration;** University of Job Search