

Sample Functional Resume

FIRST AND LAST NAME

Overland Park, KS
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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
- Staffing/Scheduling
- Cross Training
- Safety Protocols
- Motivation
- 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