

# Sample #8: Resume "Functional" Type

DO NOT PLAGIARIZE THESE EXAMPLES! USE OWN WORDS



www.linkedin.com

**AUDREY N. ABEYTA, M.A.**

**Sorted experience  
by type of skill, not  
by work experience**

## QUALIFICATIONS SUMMARY

- 5 years of experience conducting quantitative research projects
- Excellent written communication skills honed through 7 years of experience with professional and research-based writing
- Proven verbal communication skills developed through 8 years of experience in mentoring, instruction, and public speaking

## TECHNICAL SKILLS

- Design and implement quantitative research projects
- Develop survey questions and administer surveys through online platforms (e.g., Qualtrics, SurveyMonkey)
- Collect and manage large sets of data using online and crowd-sourcing solutions (e.g., Amazon Mechanical Turk)
- Answer research questions using advanced quantitative analyses (e.g., analysis of variance, predictive modeling, structural equation modeling, and latent class analysis)
- Represent data visually in tables, charts, and graphs using a variety of programs (e.g., Word, Excel, PowerPoint, InDesign)

## COMMUNICATION SKILLS

- Present complex ideas in a clear, compelling manner to a variety of audiences
- Write and edit project proposals and research reports, which has resulted in 20 successful proposals and reports
- Communicate well with diverse groups and across organizational levels
- Facilitate group discussions and meetings
- Collaborate on interdisciplinary, large-scale research projects (e.g., worked with colleagues from two fields to design and conduct several large, online research projects)
- Train and mentor colleagues (e.g., trained thirteen research assistants to independently run a 16-condition laboratory experiment; mentored undergraduate students conducting independent research projects)

## PROJECT MANAGEMENT SKILLS

- Organize tasks and information (e.g., synthesized the input of team members into actionable steps needed to launch large, online research projects; managed datasets across multiple phases of data collection)
- Set goals and recommend courses of action (e.g., established timelines for research projects and suggested specific steps to ensure completion)
- Establish and keep time schedules (e.g., created a lab schedule that allowed for 20 hours of data collection per week and coordinated the schedules of ten research assistants to staff the lab)
- Coordinate people, activities, and details (e.g., worked closely with several entities to obtain project funding; developed and updated research project protocols to obtain institutional review board approval)

## COMPUTER SKILLS

- Proficient with statistical analysis software (SPSS, MPlus), Microsoft Office (Word, Excel, PowerPoint), and iWork (Pages, Keynote, Sheets)
- Well-versed in both Windows and Mac operating systems

## EDUCATION

**PhD, Communication, University of California, Santa Barbara** Expected 2018

- Research emphases: online information sharing; quantitative methods in the social sciences
- Fully-funded; graduate GPA: 3.91

**MA, Communication, University of California, Santa Barbara** 2015

**BA, Communication, University of California, Santa Barbara** 2012

- Professional writing minor, emphasis in multimedia writing
- Graduated with high honors and distinction in the major

## EXPERIENCE

**Instructor**, Santa Barbara City College, Santa Barbara, CA 2016 — present

**Graduate Researcher**, University of California, Santa Barbara, Santa Barbara, CA 2012 — present

**Teaching Assistant**, University of California, Santa Barbara, Santa Barbara, CA 2012 — present

**Experience  
listed here**

**Useful resume when students have no  
direct experience or want a non-traditional  
way to of displaying information**