**SAMPLE TWO-PAGE RESUME**

**MARIA WALKER**

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**CAREER PROFILE**

Results-oriented business management professional with 10+ years of solid experience with small business ownership, education, and human services. Polished professional with a proven track record of success in strategic business planning, operations, relationship-partnering, sales, and community relations. Expertise in event planning, leadership development, mentoring, and case management. Former honors student who worked full-time while attending college full-time and maintaining volunteer activities in the community.

**EDUCATION**

**Bachelor of Science: Business Administration** anticipated May 2019

Metropolitan State University, Saint Paul, MN

Course Highlights: Accounting, Business Finance, Ethics in Management, Investment Finance, Management Leadership, Marketing, Microeconomics

GPA: 3.6/4.0

**Associate of Science: Human Services**

Century College, White Bear Lake, MN

**COMPUTER SKILLS**

Windows, Microsoft Office (Access, Excel, PowerPoint, and Word), Microsoft Outlook, Internet Research, Proprietary Educational and Human Services Software.

**PROFESSIONAL EXPERIENCE**

**Co-owner**, YouthFirst, Saint Paul, MN 2010-present

* Started business from its inception and successfully grew it into a busy non-profit program in under one year.
* Handled all strategic planning, marketing, financial, and accounting duties associated with the business.
* Maintained extensive records of all business transactions and planned for future growth.
* Thoroughly learned all policies, procedures, licensing, permit, regulations, requirements, and standards for opening a non-profit business.
* Joined Chamber of Commerce and Council of Non-profits.

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**Family Support Worker**, Minnesota Department of Health, Saint Paul, MN 2006-2010

* Worked with several highly respected agencies including the YWCA, Healthy Families Ramsey, and the State of Minnesota.
* Established a trusting relationship with the parents of children considered at-risk for abuse and neglect to help them create healthier family environments.
* Created a “Family Support Plan” with specific goals, objectives, and activities in conjunction with the Program Supervisor.
* Provided in-home visits with prenatal and postnatal parents every week and followed up with the family for up to five years.
* Enthusiastically taught parenting education to culturally diverse families with cutting-edge materials created by the organization.
* Completed precise documentation per the program’s requirements and utilized the computer for case planning.
* Consistently exceeded expectations on annual job performance evaluations.

**Preschool Assistant Teacher**, Great Beginnings Preschool, White Bear Lake, MN 2005-2006

* Promoted a positive classroom setting for children by utilizing education and play activities.
* Prepared comprehensive lesson plans targeted toward different learning styles.
* Provided guidance, direction, understanding, and comfort to children as needed.
* Accepted increased responsibilities after demonstrating exceptional job performance.

**VOLUNTEER EXPERIENCE**

**Member**, Saint Paul Chamber of Commerce, Saint Paul, MN 2011-2014

* Tutored groups of 10 students in math and individuals in reading.

**Volunteer**, Project Homeless Connect, Minneapolis, MN 2009, 2010, 2012

* Assisted homeless guests as they accessed services at an annual one-stop-shop event.

**Mentor**, Tamarack Young Women’s Residence, Minneapolis, MN 2002-2004

* Mentored approximately 20 troubled teenagers for a local young women’s residential facility.
* Praised by top management for communication and interpersonal skills with residents.