Sample Functional Format

NAOMI ADAMS
16 Old Dominion Street
Elkridge, MD 21227
(301) 555-2345 Email: adamsnj@aol.com

OBJECTIVE:
A career position in a progressive organization utilizing proven administrative skills.

WORK EXPERIENCE:

Personnel Management

- Supervised the processing of over 4000 payroll changes, including first through fourth levels, to within 98% accuracy annually.
- Administered and interpreted salary plan guidelines for all management under the C&P/Corporate Plan.
- Successfully managed the development and daily responsibilities of seven management employees resulting in three promotions.
- Created and implemented new guidelines for salary administration that ensures equitable pay treatment.
- Coordinated the revision, printing and delivery of new salary plan updates meeting designated deadlines by 100%.

Job Function Code Administration

- Coordinated and directed a network of 125 coders and coordinators to install a new functional accounting system.
- Achieved outstanding accuracy results, moving from less than 55% to 99%, for the assignment and maintenance of job function codes.
- Set up and improved a measurement system for tracking the accuracy of code assignments on all employee records. (E.R.S.P. – Employee Record Sampling Plan)

Training

- Conducted over 50 classes for field clients on the salary & wage services and informed new managers of management compensation.
- Conducted successful training on Functional Accounting System for 1200 employees at the Maryland Company.

WORK HISTORY:

1992 – Present C&P Telephone Company – Silver Spring, Maryland
2002 – Present Staff Supervisor – Salary & Wage Administration
1998-2002 Staff Assistant – Job Function Code Administration
1992-1998 Supervisor – Directory Compilation/White & Yellow Pages

EDUCATION:
Successfully completed C&P management training program, “Leadership Challenges.”