

Katherine Barton

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SAMPLE FUNCTIONAL (SKILLS-BASED) RESUME

Education

Master of Public Health

University of Pittsburgh Graduate School of Public Health, Pittsburgh, PA

- Concentration in Behavioral and Community Health Sciences
- Internship with the University of Pittsburgh Center for Healthy Environments and Communities
- Current G.P.A. 3.89/4.0

April 2014

Bachelor of Science in Anthropology

James Madison University, Harrisonburg, VA

- Concentration in Biological Anthropology; minor in Sociology
- Graduated with distinction; G.P.A. 3.65/4.0
- Outstanding Anthropology Student of the Year, 2004
- Teaching Assistant, Introduction to Biological Anthropology, 2003

May 2006

Health Promotion Experience

Assistant to the West Hawaii Coordinator

Nutrition and Physical Activity Coalition, West Hawaii County, HI

- Assisted with the coalition's establishment in a new geographical area.
- Researched potential coalition initiatives.
- Wrote grant template for Hawaii County Schools to use to apply for nutrition education funding.
- Developed coalition infrastructure: set up videoconferencing, developed databases, did media research, etc.

*Summer
2013*

Wellness Committee Representative

Sterling Financial Corporation, Gettysburg, PA

- Conceived program ideas and worked with the committee to refine them.
- Researched resources offered by public health promotion organizations and coordinate with their representatives.
- Organized and implemented interventions across the corporation, including budgeting and promotion.
- Contributed to corporate wellness website content and layout.

*2010-
2012*

Other Professional Experience and Demonstrated Skills

Supervision and Human Resources

- Supervised work team of five employees.
- Conducted interviews for new personnel.
- Responsible for the scheduling of seven or more employees.
- Processed payroll for local office of seven or more employees.
- Wrote and administered performance evaluations and pay raises.
- Responsible for disciplinary actions.
- Conducted monthly one-on-one coaching sessions with all team members designed to address their individual qualities, concerns, and career development.
- Received recurring corporate training to improve coaching, communication, conflict resolution, supervisory, and leadership skills.

Educating, Training, and Team Building

- Responsible for training new employees in numerous settings.
- Selected as regional representative for training all employees for new system implementation.
- Built team of employees from the ground up for the establishment of a new office.
- Developed and administered weekly in-house training for all team members.
- Established relationships with key representatives in other sectors in order to facilitate access to their knowledge and services.
- Researched and presented information about security issues in a community setting.

Promotion, Public Relations, and Sales

- Built customer base through intensive client relations and customer service.
- Organized and implemented promotional initiatives for office.
- Worked closely with clients to aid them in developing goals and meeting personal needs.
- Set sales goals for team, coached team to reach sales goals.
- Consistently met or exceeded personal sales goals.

Reporting, Regulatory Compliance, and Security

- Ensured compliance with stringent federal and corporate regulations for local office.
- Enforced strict security guidelines and administered security testing.
- Prepared all mandated reporting for federal requirements.
- Conducted all internal auditing for local office.

Administration, Organization, and Financial Management

- Developed and maintained original databases to track client base and services rendered.
- Accountable for maintenance and balancing of cash vault.
- Responsible for general ledger account balancing of local office.
- Responsible for office staff and supply budgeting.
- Provided financial records management support to business and individual clients.

Employment History

Teller Team Leader <i>PNC Bank (formerly Sterling Financial Corporation), Gettysburg, PA</i>	11/2007 – 08/2013
Teller Service Representative <i>SouthTrust Bank, Virginia Beach, VA</i>	10/2006 – 05/2007
Customer Service Representative <i>Follett Corporation, Harrisonburg, VA</i>	07/2004 – 06/2006
Member Service Representative <i>Commonwealth One Federal Credit Union, Harrisonburg, VA</i>	08/2003 – 05/2005
Member Service Representative <i>Credit Union Service Company of Virginia, Chesapeake, VA</i>	08/2001 – 08/2003

Memberships and Affiliations

Treasurer of the Global Health Student Association <i>Graduate School of Public Health, University of Pittsburgh</i>	2013 - present
Member of the Global Health Council	2012 - present