

## Functional Resume

### Kelly Cando

PO Box 8730 Fairbanks, Alaska 99708 (907) 455-6060 kcando@alaska.edu

---

**Objective:** To obtain a position in the social/human service field.

#### Highlights

Over three years experience developing strong customer service, marketing, and networking skills.  
Proficient in MS Office: Word, Excel, PowerPoint, Access; Razor's Edge.  
Ability to work with a team to accomplish projects and deal effectively with conflict.  
Top fundraiser for American Diabetes Association's Fairbanks Tour de Cure, \$8,000 (20XX).

#### Education

**BA Psychology, with Minor in Marketing** GPA: 3.75 Expected: **May 20XX**  
University of Alaska Fairbanks Fairbanks, AK  
Chancellor's List (20XX-20XX), Dean's List (20XX-20XX)

#### Relevant Work and School Experience

##### Marketing/Fundraising Skills

- Called over 50 companies/alumni to solicit donations for University of Alaska, UAF programs, and a fundraising event.
- Coordinated REV-IT-UP for New Student Orientation by contacting UAF departments to staff tables, creating fliers, and scheduling volunteers.
- Created fliers, posters, and banners for workshops; updated department website using current software.
- Input data into complex databases such as MS Access and Razor's Edge.

##### Customer Service Skills

- Provided customer service in a friendly and professional manner.
- Handled cash and credit card transactions.
- Greeted customers and assisted them in finding items.
- Directed customers/students to appropriate departments.

##### Leadership Skills

- Presented information about UAF to incoming freshmen and transfer students during campus tours.
- Presented PowerPoint workshop and trained student workers on soliciting donations.
- Mentored/tutored 20 third graders in reading once a week for three years.

#### Work History

**Student Assistant C**, UAF New Student Orientation Department, Fairbanks, AK 02/XX-05/XX  
**Student Assistant C**, UA Statewide-Development Office, Fairbanks, AK 11/XX  
**Cashier**, Fred Meyer, Fairbanks, AK 05/XX-12/XX

#### Community Involvement

**Student Ambassador**, University of Alaska Fairbanks, Fairbanks, AK 10/XX-05/XX  
**Mentor/Tutor**, Woodriver Elementary School, Fairbanks, AK 08/XX-06/XX  
**Fairbanks Tour de Cure Rider**, American Diabetes Association, Fairbanks, AK 06/XX-XX

#### Trainings

**CPR for the Professional Rescuer**, American Red Cross Expires: 20XX  
**Multi-page Web Site Design**, UAF Community and Technical College Spring 20XX  
**Time Management for HR Professionals**, Career Track Fall 20XX