

These are called *functional* resumes, because they focus on specific skills, or functions instead of career-related chronological positions. You typically use this style if you *have* the needed experience to apply for a job, but your qualifications are not *obvious* from your previous positions.

## Brie Tortellini

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**OBJECTIVE** A position in the field of environmental protection

**EDUCATION** CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2023  
Major: Multi-disciplinary Environmental Studies  
GPA: 3.53/4.00  
Magna Cum Laude

**EXPERIENCE**

**Environmental**

- Chair of Public Relations and Education committee of The Rocky Fork Watershed Protection Task Force
- Member of Stream Watch committee of the Rocky Fork Watershed Protection Task Force
- Prepared Senior Thesis on Issue 5, Ohio's Chemical Labeling Initiative
- Completed foundation courses in the natural sciences, with laboratory experience
- Researched societal and political issues relating to environmental conditions

**Communication**

- Completed advanced writing courses
- Prepared correspondence and other written material including promotional information
- Prepared legal documents for arbitration and trial proceedings
- Collected client case histories

**Administrative**

- Supervised support staff
- Compiled salary increase data of sales staff and unit managers
- Organized product shipment and delivery schedules
- Scheduled depositions and court hearings

**EMPLOYMENT HISTORY**

**Sales Coordinator**, 2019-2022  
THE PROCTER & GAMBLE DISTRIBUTING COMPANY, Wayne, Pennsylvania

**Office Manager**, 2013-2019  
MURPHY, MURPHY, & MURPHY, P.C., ATTORNEYS, Philadelphia, Pennsylvania

**Legal Secretary**, 2009-2013  
GOLD & SILVERMAN, ATTORNEYS, Philadelphia, Pennsylvania

# Ashley N Student

25 Main Street, Circleville, Ohio, 43113  
astudent@capital.edu (740) 555-1212

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## OBJECTIVE

An entry-level position in the field of Public Relations or Communications

## EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio  
**Bachelor of Arts**, May 2023  
Majors: Public Relations and Communications  
GPA: 3.35/4.00

## PUBLIC RELATIONS/WRITING/EVENTS EXPERIENCE

- Created and edited various press releases, public service announcements, newsletters, articles, brochures and fliers
- Assisted in planning the Girl Scouts 100<sup>th</sup> year anniversary
- Worked on a photo shoot with Columbus Parent Magazine
- Created, edited and promoted the Girl Scout Cookie Recipe Book
- Worked with Columbus' TV, radio, media and print companies
- Experience in website design and working with a variety of web content
- Facilitated on-site events for Ovarian Cancer Alliance of Ohio and City of Canal Winchester events/festivals
- Planned and implemented events for Music and Art in the Park, Ribfest and Labor Day Festival
- Participated in department meetings for City of Canal Winchester
- Researched/created a database of famous Ohio women who were Girl Scouts
- Recruited a new event planner position at Girl Scout office– drafted job description, reviewed resumes/interviewed

## COMMUNICATION EXPERIENCE

- Investigated and promoted weekly “Hot items” for the Short North
- Maintained relationships with 250+ SNBA members
- Interviewed top chefs from Flatiron, Deepwood and Happy Greek for Short North chef spotlight
- Reviewed and updated Girl Scout office PR department's crisis communication plan
- Participated in national webinar, planning rollout of national media and communications campaign
- Worked closely with Director of Media Relations and Communications at Capital University
- Social Media (Twitter, Facebook, Blogs, YouTube, etc.)
- Oversee submissions and event calendar updates for Capital University

## **MARKETING/ADVERTISING EXPERIENCE**

- Ordered promotional items for Girl Scout Recruitment and Ovarian Cancer Walk
- Created and edited various budget plans
- Collected and reviewed print advertising costs for print publication with AT&T
- Created a print ad for Columbus Parent Newspaper
- Located gift bags at 70% less than what the Girl Scout office was previously paying for them

## **EMPLOYMENT HISTORY**

**Communication Intern**, Academic Year, 2022-23  
*Capital University Public Relations Department, Columbus, Ohio*

**Public Relations Intern**, Fall Semester 2022  
*Short North Business Association, Columbus, Ohio*

**Marketing Intern**, Spring Semester 2021  
*Ovarian Cancer Alliance of Ohio, Columbus, Ohio*

**Community Affairs Intern**, Fall Semester 2020  
*City of Canal Winchester, Canal Winchester, Ohio*

**Public Relations Intern**, Summer 2020  
*Girl Scouts of Ohio's Heartland Council, Columbus, Ohio*

## **ACTIVITIES/HONORS**

Member, *Capital University Women's Chorus*  
Historian, *Public Relations Student Society of America*

## **COMPUTER SKILLS**

Microsoft Office, Adobe InDesign, Adobe Photoshop  
Adobe Illustrator, Adobe Dreamweaver and web content/design