

Resumagic.com Sample Resume: Homemaker Entering Workforce

Judy Homemaker

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Job Objective

To work in a clerical or secretarial position for any type of industry or company

Qualifications

- Typing 50 wpm; 10-key by touch
- Recently completed community college courses in Microsoft Business Applications (Word, Excel, Access, PowerPoint); Internet savvy
- Twenty years experience managing miscellaneous charity projects
- Experience maintaining financial records
- Excellent people, organizational and decision-making skills

Volunteer Experience

ANYTOWN GENEALOGICAL SOCIETY, Anytown, ST

07/1982 to Present

President	02/2002 to Present
Vice-President	07/2000 to 02/2002
Treasurer	03/1999 to 07/2000
Secretary	07/1997 to 03/1999

Accomplishments:

- Researched, prepared and presented two grant proposals before the Anytown Cultural Society requesting grants for research activities for years 1998 and 2001; awarded \$800 and \$900 respectively
- Managed and coordinated annual fund raiser, "Anytown Genealogical Society Bake-off" since 1998; donations increased at least 10% each year
- As treasurer, was in charge of all membership records and dues, managed checkbook, general ledger, and paid bills

ANYTOWN WOMENS' LEAGUE, Anytown, ST

09/1988 to Present

Planner, Annual Charity Ball (approx. 1,500 attendees)
Planner, July 4th League Picnic (approx. 400 attendees)
Held the following offices: President (2003); Treasurer (1993 and 1998 - 2001); Secretary (1995, 1997)

Accomplishments:

- As Secretary, performed all secretarial duties -- including typing, filing, recordkeeping, answering phones
- As Treasurer, kept all club financial records, balanced bank accounts, and prepared and submitted financial reports at club meetings
- As President and Chief Fundraiser, obtained more than \$350,000 in donations from city leaders (bankers, attorneys, physicians, business persons)