

(Sample Chronological Resume)

IMA C. MANAGER

105 Adams Street
Albany, Georgia 31719
229-555-5555
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OBJECTIVE

Care Manager in a Long Term Care Setting

EDUCATION

Bachelor of Science in Long Term Care Management,
Georgia Southwestern State University, Americus, GA
expect to Graduate May 2018 GPA: 3.4.

FIELD EXPERIENCE

Internship of 150 hours at North Georgia Area Agency on
Aging, Athens, Georgia

VOLUNTEER EXPERIENCE

Women's Health Fair, GSW campus, Summer 2017
Social Activities, Magnolia Manor, Inc. Summer 2017
INA Camp for Children with Disabilities, Summer 2016

SPECIAL SKILLS

Excellent communication skills
Competent in Excel Spreadsheets and budgeting
Proficient in the Spanish language

ACTIVITIES AND HONORS

Recipient of the Wheatley Scholarship for Campus
Leaders, Fall 2018

OTHER WORK EXPERIENCE

Waitress, Ruby Tuesday Restaurant, Americus, Georgia.
Spring 2018.
 Waited tables
 Served as hostess when needed
Counselor, 4-H camp, Hilton Head, South Carolina,
Summer 2015.
 Responsible for 15 youth as their camp leader for
 activities related to health, safety, and leadership.