Helen Elder

1234 SW 5th helder28@gmail.com Portland OR 97204 Mobile: (555) 555-1234

CAREER OBJECTIVE: Assistant Administrator position with residential or non-residential facility for adults over 55 years old

HIGHLIGHTS OF QUALIFICATIONS

- Knowledge of, passion for and demonstrated commitment to seniors and senior issues
- Over 10 years work experience that demonstrates strong leadership and collaboration skills in working with staff and wide range of volunteers
- Over 3 years experience recruiting, training and managing staff and volunteers
- Adept at preparing and managing an operating budget, monitoring expenses and meeting financial goals
- Excellent communication, problem solving and decision making abilities
- Proven and reliable contributor to a successful work team

EDUCATION

AAS, Gerontology
Portland Community College

B.S., Business Administration
Portland State University

June 20xx

RELEVANT WORK EXPERIENCE

Activity Director Intern 20xx Silver Sunshine; Woodburn, Oregon

Personal Advocate Intern 20xx-20xx Elders in Action; Portland, Oregon

Community Volunteer 20xx-20xx Woodburn Senior Center; Woodburn, Oregon

Case Manager
Department of Aging Services; Salem, Oregon

OTHER WORK EXPERIENCE

Branch Manager
Bank of the West; Salem, Oregon

REFERENCES AND PORTFOLIO AVAILABLE ON REQUEST