**FUNCTIONAL RESUME**

John A. Doe

999 Main Street

Ann Arbor, MI 99999

(123) 555-1234

johndoe@email.com

**CAREER OBJECTIVE**

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

**CORE QUALIFICATIONS**

Background managing direct transportation planning and programs

Adept at managing urban planning programs and people

Able to anticipate and project organizational change

Background as administrator of office operations

**EXPERIENCE AND SKILLS**

* Skilled in Government Guidelines
* Quality Control
* Urban Planning
* Environmental Impact Mitigation and Research
* Urban Planning
* Geology/Hydrology
* Site Evaluations
* Computer Software Tools
* Scientific and Business Grant Writing

**ADMINISTRATIVE**

Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

**PROBLEM SOLVING**

Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of $20,000 per building annually and reducing company disposal obligations.Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

**EMPLOYMENT HISTORY**

**Senior Process Engineer, September 2018-Present**

Zezee Corp., Ann Arbor, Mich.

**Process Engineer: Technical Support, September 2014-September 2018**

Zezee Corp., Ann Arbor, Mich.

**Technical Professional, September 2012-September 2014**

City of the Stars, Mich.

**EDUCATION**

**Master of Business Administration (2017); GPA 3.9**

Southern Nazarene University, Bethany, Okla. (Online Program)

**Bachelor of Science (Emphasis: Ecosystem/Environmental Business) May 2014**

Eastern Michigan University, Ypsilanti, Mich.