

FUNCTIONAL RESUME

(Objective not specified)

Organization Manager

JONATHAN E. CARTER

1960 Gallows Road
Vienna, VA 22182-3859
(703) 893-6000 jecarter@email.com

SUMMARY OF QUALIFICATIONS

Hands-on manager with excellent performance record in leadership positions. Experienced at building high performance teams. Strong analytical skills and proven ability to implement effective and cost cutting solutions. Excellent verbal and written communication skills. Competent in the use of a broad range of computer applications: MS Office Suite, WordPerfect and PageMaker.

EXPERIENCE

PERSONNEL MANAGEMENT

- Developed and executed employee policies for promotion, training, assignments, legal affairs and family matter issues.
- Directed and implemented Equal Employment Opportunity and workplace safety programs, which served as models for other organizations. These actions enhanced morale and increased overall team productivity by more than 20 percent.
- Managed and supervised staffs of up to 200 employees. Conducted employment interviews. Evaluated and counseled employees on work-related issues.
- Developed and implemented career management programs for emphasis in highly specialized fields.

FISCAL MANAGEMENT

- Prepared and managed a \$12 million annual budget. Successfully reduced the budget by 9 percent over a 2-year period without a decrease in the quality of organizational programs.

ADMINISTRATION

- Designed and conducted an internal organizational development study. Provided recommendations for streamlining staff organization, restructuring workflow and work assignments and facilitating effective communication. Results included a 10 percent decrease in overtime and a 12 percent increase in office productivity.
- Edited non-routine outgoing correspondence regarding personnel actions as well as all responses to higher management.