

Chronological Resume



INDICATIONS

Contact

Do not include any personal information: photo, marital status, age, gender, etc.

Be mindful of typos.

Summary

The summary is the synthesis of your resume. It must be brief and sharp.

Focus on skills, education, professional qualifications and experience.

Professional experience

List positions held along with the name of the company and dates in chronological order.

Describe your tasks using action verbs and concise sentences.

Communicate your results in numbers whenever possible.

THOMAS ARCHAMBAULT

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Holder of a bachelor's degree in business administration with a focus on human resources, I have over 15 years of experience in human resources management. During this time, I acquired thorough knowledge of the management and coordination of training and selection programs. I am known for my analytical and synthesis skills, strategic vision, humanistic values and efficiency.

PROFESSIONAL EXPERIENCE

- | | | |
|-------------|---|---|
| Since 2012 | Human Resources Manager
Mediagrif, Longueuil | <ul style="list-style-type: none">• Coordinated internal and external training activities, as well as recruitment.• Defined and oversaw the human resources department budget.• Organized and conducted briefings on employment policies, compensation and benefits for managers.• Administered executive development programs.• Managed the company's quality control program.• Managed a team of 15 employees. |
| 2008 - 2012 | Human Resources Manager
Les fêtes du Carrosse (catering), Longueuil | <ul style="list-style-type: none">• Created new positions.• Implemented policies and procedures for the new department.• Carried out human resources planning.• Recruited and selected candidates.• Managed the training and development of departmental and corporate resources. |
| 2004 - 2008 | Human Resources Advisor
Vidéotron, Montréal | <ul style="list-style-type: none">• Managed the company's quality control program.• Mediated internal labour disputes.• Managed the renegotiation of the collective agreement. |
| 2001 - 2003 | Human Resources Clerk
Les entreprises Dumonchel (plumbing and heating), Laval | <ul style="list-style-type: none">• Updated and processed staffing information.• Implemented internal training activities, conducted follow-ups and wrote reports. |



INDICATIONS

Education

State your academic achievements from the most recent to the oldest, mentioning the name of the program, the institution, the years completed or the number of credits earned.

Professional development

List all courses taken in relation to your industry, mentioning the name of the program, the institution and the year it was completed.

Social and professional activities

Include both volunteer work and activities within professional associations or boards of directors.

EDUCATION

- 1998 - 2001 Bachelor of Business Administration
(Human Resources Management)
Université Laval, Québec
- 1996 - 1998 Diploma of Collegial Studies in Social Sciences
Cégep de Jonquière, Jonquière
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PROFESSIONAL DEVELOPMENT

- 2005 Conflict Management
Université de Montréal, Continuing education
- 2002 Occupational Health and Safety
Université de Montréal, Continuing Education
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SOCIAL AND PROFESSIONAL ACTIVITIES

- 2012 - 2013 Volunteer, Les Robins des Bois restaurant (service)
- Since 2015 Volunteer, Maison Amitié
(teaching French to newcomers and refugees)
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HOBBIES AND INTERESTS

- Painting – pop art, contemporary
- Jogging – Participated twice in the New York Marathon
- Reading – Crime novels