

Functional 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 achievements

Showcase the professional achievements that you are most proud of and that are most likely to interest the recruiter.

If possible, quantify these achievements (objective, means, results, team size, etc.).

Chronological experience

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

/ do not include tasks or achievements.

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 ACHIEVEMENTS

- + Developed a five-year training plan that was 100% completed, to the great satisfaction of executives.
- + Developed and coordinated a training program for executives entitled «My employees are at the core of my tasks», which was implemented in 3 branches and contributed to a 10% decrease in turnover rate among non-executive employees.
- + Implemented new work schedule policies (flexible work hours) that reduced absenteeism among non-executive employees by 15%.
- + Complied with the 2003-2006 three-year budget without overruns.

PROFESSIONAL EXPERIENCE

Since 2012	Human Resources Manager Mediagrif, Longueuil
2008 - 2012	Human Resources Manager Les fêtes du Carrosse (catering), Longueuil
2004 - 2008	Human Resources Advisor Vidéotron, Montréal
2001 - 2003	Human Resources Clerk Les entreprises Dumonchel (plumbing and heating), Laval



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 |

PROFESSIONAL DEVELOPMENT

- | | |
|------|--|
| 2005 | Conflict Management
Université de Montréal, Continuing Education |
| 2002 | Occupational Health and Safety
Université de Montréal, Continuing Education |

SOCIAL AND PROFESSIONAL ACTIVITIES

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

HOBBIES AND INTERESTS

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