

Ardent

Search Company

Consultants for Leadership Selection

Key Components To An Effective Resume

The following are what a recruiter or employer typically wants to see in a resume when an applicant is interested in a senior management position:

- Easy to Read:*** Plain, easy to read, well laid out for clarity, simple (no more than three type styles and three sizes of fonts), 1-3 pages in length, plus a cover page; send by email, mail or fax.
- Contact Information:*** Include full name, mailing address, phone numbers, and email address.
- Specific Dates:*** Cover all time frames since having been awarded the first college degree using starting month and year and ending month and year. If not employed, then say what has been going on, even if looking for a job.
- Specifics of Employer:*** For each employer mention the company, city, position title and information that describes the product or service, size (sales and number of employees), the organizational structure (you reported to what title, what titles were your peers, and what management titles reported to you), your responsibilities and accomplishments.
- Why you left:*** Unusual, but helpful, would be to add *in italics* after each position why you left that position and how you got and why you took the next job.
- Education:*** Type of college degree (B.S., MBA, etc.), subject area, name of institution, city and state, date awarded. If awarded a degree by an institution that is not certified by a regional accrediting body then the degree is viewed as having little merit.
- Additional Training:*** Add any continuing education courses or seminars taken
- Should not include:*** Do not include information about family, religion, race, age or any other thing that might be information on which someone might illegally discriminate.

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SHELLY LANDSFIELD

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PROFESSIONAL EXPERIENCE

2005 – Present **SOUTHLAND, A CHURCH DISTRIBUTED**
City, Florida

Director, Children's Ministries Distributed Sites

Shelly works with the Pastor of Distributed Sites, campus ministers, and site leadership teams to equip children's ministry teams for new Southland sites to include ministry oversight, budget, training, equipment purchases, hiring staff, etc. Her additional responsibilities and accomplishments include:

- Equipping children's ministry leaders on current trends, curriculum, new policies and procedures, recruiting strategies to encourage others to serve, vision casting, mission, etc.
- Through the use of technology, developed a network for communication between all site leaders to encourage collaboration, information and resource sharing, and team dynamics.
- Working with the Executive Director of Equipping to ensure that curriculum is timely and relevant from a global perspective, and then working with the site coordinators to ensure that the curriculum is relevant to the children in their site community.
- Providing spiritual encouragement and leadership to site coordinators so they can be effective in their ministry.
- Responsibility for children's ministry distributed site budgets and work with the campus ministers and coordinators to establish ministry goals and objectives.
- Team leader and developer for Southland's distributed vacation Bible school curriculum, *SCOUTabout*.

2000 – 2005 **SEASIDE FELLOWSHIP UNITED METHODIST** **CHURCH**
City, State

Children's Ministry Leader

Shelly began a ministry for children ages infant to 5th grade for a new United Methodist Church plant. Some of her key accomplishments and responsibilities included:

- Developed the identity, values, and graphic look of all programs within the ministry.
- Recruited and trained staff and volunteer leaders to use their spiritual gifts in ministry, and hired and managed support staff.
- Formulated and implemented children's outreach events such as VBS, Easter events, neighborhood outreach projects, etc.

- Responsible for all children's ministry budgeting, vision casting, and communication to parents.
- Developed and implemented an accredited Pre-school program for children ages one to five.
- Wrote and received a grant to begin a summer day care program for children of working single parents and low income families.
- Lead minister for Sunday morning large group children's services.

**1993 - 2000 THE WOODSTONE GROUP
City, State**

A professional association management company.

Owner

Shelly was the Executive Director for four professional associations representing approximately 1500 members. (501C6 organizations). Her responsibilities included:

- Trade show management for three tradeshow ranging in size from 50 to 750 booths with over 6000 attendees and responsible for all marketing plans, materials, and oversight of all graphic direction as well as management and oversight of all events and classes.
- Responsible for all meeting planning (luncheons, golf tournaments, special events, etc.), board of directors meetings, continuing education certification classes, desktop publishing, newsletters, financial records, accounting, and budgeting.
- Assisted and coordinated the activities of all committees and volunteer staff, attended all board meetings and national conventions on behalf of the associations, and handled communications with all members of the associations.
- Developed short and long term goals for the associations with the board of directors and conducted training for new board members, committee members and new association members.
- Managed a professional staff of four employees utilizing up-to-date technologies and resources to handle multiple tasks at one time.

**1988-1993 MCCANN CONSTRUCTION
City, State**

Assistant to Vice President of Development

Shelly worked with the VP of Development to bid and construct Darden Restaurant projects, Chili's Restaurant projects, Hard Rock Café projects, TGI Friday's Restaurant projects and other commercial development projects throughout the country. Her responsibilities included:

- Handled commercial subcontracts, purchase orders, and change orders for all projects and coordinated material deliveries.
- Worked with VP to develop Hard Rock Café Restaurants around the world to include land or building acquisition, selection and coordination of the architect, bidding for general contractors, and construction management.

- Worked with the development department and owner of Planet Hollywood to develop a new concept restaurant - Planet Hollywood.
- Responsible for purchasing and coordinating deliveries of all owner furnished items within the restaurants to include kitchen equipment, décor, memorabilia, and lighting and sound.

**1987-1988 CONNECT DEVELOPMENT
City, State**

Accounting Executive

Shelly was responsible for all account payables and receivables for a commercial shopping center developer representing six developers and 10 companies. Developments ranged from \$1.5 million to \$15 million. She reported to the VP of Finance and coordinated the closing documents when the project sold.

EDUCATION

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|------|---|
| 1983 | MBA University City, State |
| 1981 | Bachelor of Arts University City, State |

VOLUNTEER EXPERIENCE

- Developed and led a team of students from Southland to Swaziland, South Africa to teach a summer Bible School to approximately 250 children ages 3 to 15.
- Trained and equipped all Kids Games leaders in the Central Florida area on the online registration software as well as prepared a training document so that each leader could train their leadership at their site.

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