

# SL

# Sharon Lewis

## Functional Resume for Stay-at-Home Mom

Organized mom skilled in prioritizing tasks, streamlining routines, and training volunteers. Uses a functional format to spotlight leadership, communication, and budget-management strengths.

### CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

## Professional Experience

### STAY-AT-HOME STRATEGIST | SELF-EMPLOYED

MAY 2016 - PRESENT

- Developed a household operations manual that reduced planning time by 40%
- Trained three neighborhood volunteers in event setup and conflict resolution

### OFFICE COORDINATOR | BRIGHT HORIZONS, CITY, ST

MAY 2012 - APRIL 2016

- Supervised front-desk operations and scheduling for a 10-person office
- Standardized office procedures, improving compliance by 100%

## Education

- A.A. in Business Technology  
Community College, City, ST | May 2012