

Chronological Résumé

This format is best suited for single-industry or -function careers (same industries and functions/skills), when there are no gaps in employment history.

Jaime B. Williams

6623 Sueno Street #B
Santa Barbara, CA 93000
(805) 123-4567
jbw@hotmail.com

EDUCATION:

Bachelor of Arts Degree in English with a Minor in Theatre Arts

Westmont College, Santa Barbara, CA, May 1997

- Working knowledge of Spanish and French.

EXPERIENCE:

Director of Social Service Outreach

Nov. 2002 - Present

Westmont College, Santa Barbara, CA

- Coordinated cross-cultural program in Ensenada, Mexico.
- Supervised 450 students in 24 diverse teams.
- Established working relationships with Mexican Government and pastoral community.
- Designed program to increase group unity.
- Directed a theatrical team for cross-cultural outreach.

Director of Homeless Outreach

Aug. 2000 - Nov. 2002

Westmont College, Santa Barbara, CA

- Developed weekly program to present at several organizations implementing drama and music.
- Motivated team members to build relationships with the homeless.
- Established strong community emphasis between homeless and students.

International Ambassador for "Up With People"

Jul. 1999 - Aug. 2000

Tucson, AZ

- Participated in both presentational and organizational aspects of show.
- Interacted in prisons, rest homes, hospitals and other similar institutions in five countries.
- Promoted "Up With People" in Norway and the United States.

Promotion Representative for Access Theatre

Sep. 1998 - Jun. 1999

Santa Barbara, CA

- Managed publicity for theatre, promoting a show which integrated handicapped and hearing impaired performers with non-handicapped performers.
- Successfully promoted fund-raisers to aid nonprofit organization.

Employment Service Representative Intern

Jul. 1997 - Jul. 1998

Employment Development Department, Santa Barbara, CA

- Organized and assisted in job search workshop.