

BASIC RESUME AFTER:

JOHN BONO

123 Shades Dr., City, PR, U2U 2U2
H: (333) 333-3333 ■ Email: johnbono@yahoo.ca
Fluent in English, French

OBJECTIVE:

Desire to obtain a position with a Land Development Company and utilize my passion, education & experience to contribute to the firm's success.

KEY SKILLS:

- Client Service & Relationship Management
 - Analysis & Problem Solving
 - Team Building & Training
 - Research
 - Project Management
 - Negotiations
 - Strategic Partnerships
 - Written & Oral Communications
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EDUCATION:

L.L.L. (Civil Law), University, City, PR Graduation 2005
Honours B.A., (Political Science), University, City, PR 1998 to 2001
• Achieved "Golden Key National Honour Society"
• Double minor of Law, Politics & Society and Jewish Studies.
Coursework in B.A. (Political Science), University, City, ON 1997 to 1998

EMPLOYMENT EXPERIENCE:

MY COMPANY INC., City, PR 2001 to 2003
President

- Spearheaded development and project recruitment for 25-employee customer service routing centre, including all incorporation papers, accounting, payroll and employee management and training.
- Resolved cash flow issues by negotiating contract with US bank for third party financing program resulting in company receiving full product sale amount immediately.

UNIVERSITY COMMUNITY LEGAL CLINIC, City, PR 2001 to 2002
Intake Worker (Landlord Tenant Division)

- Resolved difficult client legal issues by listening to client problems, assessing viability of aid from clinic, explaining client rights and discussing possible solutions to problems.
- Successfully solicited services of specialized lawyer to help client by providing brief case history and drafting letter to enlist services.

UNIVERSITY HELPLINE, City, PR 2000 to 2001
Counselor

- Guided inbound call clients through difficult personal, emotional, social and psychological issues.
- Solved crisis situation for suicidal caller by remaining calm, spending focused time with individual (4 hrs.) working through intervention techniques and ensuring follow up until crisis was averted.

PRESTIGIOUS PLACE, City, PR 2000
Trust Officer (Accounting Dept.)

- Key role managing, with partner and solo, large client trust funds/accounts.
- Trusted with business expense accounts, requisitions and payments for firm's lawyers and interns.

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UNIVERSITY STUDENTS FOR LITERACY, City, PR 1999 to 2000
Counselor

- Improved literacy competence of adults by getting involved in personal lives and teaching them to read, resulting in development of special bond.

TECH COMPANY, City, PR 1998 to 2000
Junior Accounting Clerk (*Accounts Payable/Receivable*)

- Increased efficiency and effectiveness by learning and utilizing new company software to organize accounts and eliminate traditional paperwork while assisting firm's controller.

PRIVATE FIRM, City, PR 1999
Legal Assistant

- Furthered case progress and ensured client meeting accuracy by acting as "sounding board" after meetings, reviewing case files/case law and compiling research into concise summaries.
- Provided research and assistance during English rights case.

PRIVATE SCHOOL, City, PR 1996 to 1997
Teacher / Activities Monitor

- Improved English language skills for Francophone government employees by teaching English as a second language course and organizing learning activities.

TRAINING:

Helpline Counselor Training, University Helpline, City, PR 2001
English Vocational Certification, Private School, City, PR 1996

TECHNICAL QUALIFICATIONS:

OS: Windows 9x, 2000 / HTML
Software: MSOffice (Word, Excel, PowerPoint) / Quickbooks