



FLEXJOBS SAMPLES: LISTING UNPAID RELEVANT EXPERIENCE ON A RESUME



Created by the *FlexJobs Career Coaching Team: Personalized Support, Resume Reviews, and More!*

FIRST LAST

Information Security Engineer

City, ST 00000 | email@email.com | 000.000.0000 | linkedin.com/in/firstlast

SUMMARY OF QUALIFICATIONS

Problem-solving cybersecurity engineer and analyst with excellent written and verbal communication skills who excels at working with teams and independently. Skilled in techniques like ethical hacking and penetration testing to monitor security compliance and perform audits. Proficient remote worker. Quick and continuous learner with extensive experience in:

Command-Line and Web Scripting (Perl, Python) | Vulnerability Scanning (Qualys, Nmap) | Network Traffic Analysis
Firewall Design and Implementation (Cisco ACL & FWSM, iptables) | Filesystem and Memory Forensic Analysis | UNIX
Administration (Linux, OS X) | Web Server (Apache) | Application Programming (C, Java) | Snort/Suricata | Splunk
Database Administration (PostgreSQL, MySQL) | Checkpoint | Git | Ruby | PHP | PostgreSQL | SQLite

Professional and Remote Work Programs: Microsoft Office (Word, Excel, PowerPoint, Access), Google Drive (Docs, Sheets, Slides) | Dropbox, Slack, Skype, Google Chat, Google Hangouts, GoToMeeting, GoToWebinar, Zoom

EXPERIENCE

Planned Career Break 05/2018 – Present

- Achieved level of “Hacker” in Hack the Box penetration testing online lab in order to develop and expand a higher skill level in penetration testing and cybersecurity.
- Dedicated time and focus on practicing penetration testing in the Offensive Security Certified Professional (OSCP) lab environment.

Senior Cyber Analyst 04/2011 – 05/2018 Company Name City, ST

- Collaborated on a team providing continuous monitoring coverage for a large, distributed organization.
- Generated actionable intelligence based on correlated log searches, checkpoint firewall events, and other inputs.

Selected Results:

- Accomplishment
- Accomplishment

EDUCATION, CERTIFICATIONS, AND TRAINING

Bachelor of Arts (BA), Major College of XXXXX
(Minor in Computer Science) City, ST

Certifications:

- OSCP (Currently underway) | CISSP (2014) | Splunk Certified Power User (2016)
- GIAC Certified Forensic Analyst - GCFA (2015), GIAC Certified Incident Handler - GCIH (2016)

FlexJobs Sample #2: Listing Relevant Unpaid Experience on a Resume

FIRST LAST

Position Title

000.000.0000 | email@email.com

linkedin.com/in/firstlast | City, ST 00000

Summary and Key Qualifications

Energized and skilled **Position Title**, successfully developing and executing training and development programs that meet the needs of the target audience. Consistently delivering exceptional service whether to internal or external partners while ensuring confidentiality, integrity and sensitivity to client issues. Reputed as a proactive, resourceful, and energetic team member, consistently exceeding expectations by owning the day-to-day people processes directing critical programs that drive team performance. Inspires teams through effective communication and training while effectively collaborating cross-functionally and comfortably in individual and large conversations, while maintaining the highest level of integrity, poise and professionalism.

People Operations | Training | Leadership | Coaching | Teaching | People Management | Program Management
Self-motivated | Collaborative | Time and Task Management | Written and Verbal Communication

Experience

PROGRAM MANAGER | HYBRID REMOTE

04/2019 – Present

Company, City, ST

- Analyze, develop and execute strategic program direction to address and achieve organization goals.
- Spearhead development and implementation of the first private group for Coordinators in the state during current pandemic.
- Provide a high level of service to clients, communicating effectively in person, or remotely, ensuring program satisfaction and addressing any issues in a timely and courteous manner.
- Resolve budget issues through close partnership with senior management.
- Produce and analyze reports for funded programs, make key recommendations to maximize benefits.
- Build rapport with key collaborators, ensuring needs and program requirements are satisfactorily met.
- Proactively seeks workflow and productivity improvements, leading initiatives that increase team cohesiveness and productivity.

VOLUNTEER PROGRAM DIRECTOR

03/2011 – 04/2019

Company, City, ST

- Annually attracted, recruited, trained, and managed 400+ volunteers based on creation of attainable measures; supervised four program managers including events and trainer coordinators.
- Presided over the coordination, logistics and implementation of 5 events for up to 600 participants.
- Coached and onboarded volunteers in preparation of events, ensuring appropriate tools and resources were available for volunteers to complete volunteer requirements and guarantee a successful event.
- Composed enhanced position descriptions and implemented a new performance review system to attract and retain the best candidates.

Technologies

Remote Collaboration: Zoom, Google Chat, Google Hangouts, GoToMeeting, GoToWebinar

Document Software: Microsoft Office (Word, Excel, PowerPoint), Google Drive (Docs, Sheets)

Adopting new technologies quickly and independently to increase communication and productivity

Education

Bachelor of Science (BS) | Business, ABC University, City, State

FlexJobs Sample #3: Listing Relevant Unpaid Experience on a Resume

FIRST LAST

VIRTUAL ASSISTANT, ADMINISTRATIVE SUPPORT, PROJECT COORDINATION

000.000.0000 | email@email.com | linkedin.com/in/firstlast | City, ST, 00000

Self-motivated, energetic, and solution-driven professional with experience successfully collaborating within remote and distributed team environments. Dedicated employee that thrives in a fast-paced environment and is consistently focused in addressing responsibilities with creativity and flexibility beneficial to upper management while working effectively, consistently prioritizing tasks, and meeting deadlines with ease. Fostering positive internal and external relationships by demonstrating high levels of dependability, integrity, and resourcefulness.

KEY QUALIFICATIONS

Administrative Support | Project Management | Project Coordination | Leadership | Training | Presentations
Organized | Deadline Driven | Multitasking | Problem Solving | Attention to Detail | Flexible | Growth Mindset
Self-Initiating | Collaborative | Adaptable | Time and Task Management | Written and Verbal Communication

- Consistently going above and beyond expectations by discovering inefficiencies and providing resolutions to increase productivity, quality control, and revenues.
- Utilizing remote collaboration tools to communicate with a wide variety of internal and external stakeholders.
- Demonstrated ability to manage a high volume of activities with varying priorities, needing little guidance and consistently taking initiative to jump in and get things done.

EXPERIENCE

PTO/PTA BOARD MEMBER - VOLUNTEER | HYBRID REMOTE

07/2012 - Present

Organization, City, State

- Partnering with school administration, staff, teachers, parents, volunteers and students in planning, developing, and executing positive opportunities and events supporting PTO annual objectives.
- Leading and guiding committees in fundraisers and soliciting area business donations, resulting in increased annual donations.
- Effectively implementing virtual and onsite collaboration strategies to regularly connect with committee members, school staff, volunteers, community partners, and students.
- Serving as a liaison between parents and school officials supporting program initiatives while ensuring clear, concise, and accurate communications.
- Coordinating and executing special projects and events throughout academic calendar years.
- Establishing and maintaining appropriate administrative procedures, keeping and disseminating detailed records of meetings, event schedules, projects, members, and volunteers.

TECHNICAL SKILLS

REMOTE COLLABORATION: Zoom, Skype, Dropbox, GoToMeeting, GoToWebinar, G Suite (Chat, Hangouts, Drive)

DOCUMENT MANAGEMENT: Microsoft Suite (Word, Excel, PowerPoint, Access) Google Drive (Docs, Sheets, Slides, Forms)

EDUCATION

BACHELOR OF SCIENCE | **MAJOR**, University of XXXXX, City, State

FlexJobs Sample #4: Listing Relevant Unpaid Experience on a Resume

First Last

CLIENT RELATIONS, CUSTOMER SERVICE, AND ACCOUNT MANAGEMENT

email@email.com | 000-000-0000 | linkedin.com/in/firstlast | Remote Work and City, ST

SUMMARY OF QUALIFICATIONS

Motivated and service-oriented client management professional with clear, engaging communication skills. Adeptly solves problems and delights parties through empathetic support, product knowledge, detailed research, and a desire for the most beneficial outcomes for all involved. Extensive remote work experience. Works well independently through reliable time and task management practices.

PROFESSIONAL SPECIALTIES: Customer Service, Negotiation, Sales, Marketing, Account Management, Business Development, Operations, Analytical Research, Investigation, Data and Metrics, Proposal and Contract Development

INDIVIDUAL PROFICIENCIES: Attention to Detail, Proactive Approach, Written and Verbal Communication, Active Listening, Continuous Learning and Improvement, Planning and Strategy, Efficiency, Relationship Building

PROFESSIONAL EXPERIENCE

CLIENT SERVICES AND TALENT MANAGER

Remote Work

Independent Consultant

10/2009 – Present

- Coaching and guiding clients around the globe, remotely, into high-performing talent for commercial and high fashion brands in runway shows, campaigns, advertisements, and TV appearances.

Notable Achievements:

- As you would in an interview, use the [STAR method](#) to turn a task into an accomplishment.
- Accomplishment

RELATED CIVIC AND PRO-BONO ACTIVITIES

LEGAL ADVOCATE

Remote, State | 2020

- Worked on behalf of a close friend to successfully overturn an insurance company's denial of coverage for the person's rare and dangerous medical condition.
- Conducted thorough research, collected evidence, and performed phone calls and interviews to develop a case, then petitioned successfully for an expedited court date.
- Beat the opposing counsel's testimony through a well-prepared, reasoned, and presented oral testimony, securing a victory from the court that included full coverage of all care and costs.

PERSONAL DREAM COORDINATOR

Remote, China and U.S. | 2018

- Pooled skills in research, communication, negotiation, and focus to realize the dying dream of a very close family member: secured 5 front-row VIP concert seats and a meet-and-greet.
- Investigated and researched multiple avenues to locate the contact information of celebrity's personal manager, then, communicated via email and phone over two months to negotiate, agree to, and finalize the surprise.

TECHNOLOGY

Collaboration: Microsoft Word and Excel, Google Drive (Docs, Sheets, Slides) DropBox, WeTransfer

Remote Communication: Skype, Google Chat, Google Flights, Google Hangouts, Zoom

EDUCATION

Bachelor's Degree: 3 years of coursework completed

XXXXX University, City, ST