# Course 5

Lesson 5

How to Write a Resume

Here’s is an example below of how to write a resume.

**Cathy Prather Russell**

**18640 Mack Avenue**

**PO Box 36686**

**Grosse Pointe Farms, Michigan 48236**

**Business Phone:  (248) 587 – 6907**

**(313) 585 -0094**

**Email:** carolgreetingandgiftshopinc@gmail.com

carolsgreetingsandgiftshop@outlook.com

authorcathypratherrussell@gmail.com

**Professional Summary**

Cathy Prather Russell has been serving her communities Pro Bono for the last twenty one years My compassion, devotion, giving heart and ambitious was part of giving her the drive and exceptional positive energy to serve those who needed in her communities. I am the CEO of the Gift Of A Helping Hand Charitable TR.  I am also CEO of Carol Greeting & Gift Shop.  A bitcoin business’ and virtual and retail gift shop. I have nineteen years experience in the nonprofit sector and more than twenty years in retail.  I have a work record in managing the day-to-day operations of the Gift Of A Helping Hand Charitable TR.  I have a visionary and exceptional ability to communicate and evaluate the pros and cons of the organization.  I have the expertise and the ability to take charge of a project, identify any problems and bring the project to a completion on time and within its budget.

Cathy Prather Russell, CEO of Carol Greeting & Gift Shop Incorporated began her Bitcoin business by collecting bottles and investing in the Bitcoin Industry By collecting hundreds of returnable bottles and bringing in a revenue between 2000 to 3000 thousands from collecting bottles Cathy Prather Russell used these earnings to start her Bitcoin business Cathy Prather Russell is a published Author and extraordinary investor. She has self-published many children’s books, poetry, fiction and nonfiction. Cathy Prather Russell vision is to allow her Voice to inspire, impact and change billions and billions of people’s life’s all around the world.

**Significant Accomplishment**

2008, 2009 and 2011 the Governor’s Service Award

2013, 2014 and 2015 the best nonprofit organization in Detroit Michigan.

Certificate of Recognition to recognize The Gift Of A Helping Hand Charitable Trust Governor's Service Award nominee for outstanding community services as a Michigan citizen.

Awards and monetary award for the winning poetry contest for one of my poems.

Investor and shareholders of 150 holding companies.

**Professional History**

2018 – Present

CEO of Carol Greeting & Gift Shop Incorporated. A storefront retail gift shop, virtual retail gift shop and Bitcoin business.

2002 – Present

CEO of the Gift Of A Helping Hand Charitable TR

PO Box 36686 Grosse Pointe Farms Michigan 48236

I am overseeing the day-to-day operations of the nonprofit foundation the Gift Of A Helping Hand Charitable TR.

1998 – 2002

Detroit Newspaper

615 W. Lafayette Detroit Michigan 48226

Telemarketer for Detroit Newspaper.  I solicited and communicated with consumers to sign up for the newspaper.

1995 – 1998

Kelly Services

999 West Big Beaver Road Troy Michigan 48084

Contract Secretary for various temporary job assignments for many companies as a Secretary .

**Education**

Wayne County Community College District

1001 Fort Street Detroit Michigan 48226

Computer Information System an accredited course

Sawyer School Of Business

26051 Hoover Road Warren Michigan 48089

Computer Application Secretary

Diploma Awarded June 1990

**REFERENCES AVAILABLE UPON REQUEST**

**Significant Accomplishment**

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