

Chronicle History Example

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Chronological History

Ima Student

June 1966 to July 1982: Graduated from Anytown High School, Anytown, Indiana. Began employment in the area as a secretary first with the Anytown Community School District (until August 1966); then with the newly formed Western State Community College District where I eventually became secretary to the president. During this period I was a member of the local chapter of the International Association of Administrative Professionals.

August 1982 to June 2003: Was promoted to Manager of Ancillary (Business/Auxiliary) Services at Jones Community College (one of four colleges within the Western State Community College District) where I was responsible for overseeing the operation of the college bookstore, telecommunications system, business office and the print shop/mailroom as well as the hiring, training and evaluating of all staff assigned to Ancillary Services. I also acquired these additional responsibilities: maintaining the security system; serving as the liaison between the college and the outside contractor providing food service; the rental of college facilities to public groups; enrolling children and billing their parents and/or agencies for the daycare services offered during a one-year pilot program; and scheduling rooms for both credit and non-credit classes.

During this time I recommended the purchase of numerous pieces of equipment as well as a new phone system complete with voice mail for the college; was instrumental in computeizing the college bookstore; developed a departmental billing system for copier usage; and served as liaison between the contractor and the college on remodeling projects in the bookstore and cafeteria. I retired in June 2003.

September 1985 to December 1991: I began taking classes at the college and graduated with highest honors with an A.A. in Business Administration in December 1991.

September 1996 to present: I was admitted to the WIU Board of Trustees Bachelor of Arts degree program, now known as Bachelor of Arts in General Studies degree program and continue to work toward completing my BA degree.