

RESUME REVIEW SESSION

Open the Door to Opportunity!

What's a RESUME?

- Summary of skills, abilities, accomplishments.
- 'Snapshot' of you ~ to present you in the best possible light!
- Not an biography of everything you have done ~ Just highlights your most significant achievements.

What to put on your resume?

- Including Relevant Sections :
 - Summary / Objective
 - Educational Background with Relevant Coursework(if not included in Summary)
 - Technical Skills
 - Work Experience
 - Projects / Involvement with Organizations
 - Achievements / Awards

Summary/Objective/Background/Coursework

- Add all contact information ~ LinkedIn, GitHub, Websites

SUMMARY

An employment opportunity in a computer science related field

SUMMARY

I'm a Computer Science Major, with a Minor in Statistics. My interests lie in Data Mining and Data Analytics. I am looking for internship opportunities for Summer 2016.

Educational Background for Freshmen

Education

Christiana High School, Newark, DE 15678

Honors Program; Class Valedictorian

Graduation: June 2008

GPA: 5

Courses Taken: Calculus AB, RHET 104,
CS 125

Spring'16 : CS 225, CS 173

Work Experience

- What did you do? Why did you do it? What impact did you make?
- Include dates
- Include specific numbers, technical skills :

Developer, Company XYZ

Designed and developed a media app for the Media group

Developer, Company XYZ
August 2013 - August 2015

Designed and developed a media app to provide search through media content for a Media group of around 5000 employees using C#

Awards/Achievements/Skills

Achievements:

Scholarships: John Deere 2015, JP Morgan Chase 2014

Leaderships: President, WCS

Honors and Volunteer Experiences

Engineering Dean's List(2013, 2014)

Engineering Council Committed Student Award(2013)

President, EOH(2013 - Present)

TECHNICAL EXPERIENCE

Languages: C, C++, C#, PHP, MySQL

Programs: Eclipse, Code Composer Studio, Microsoft Office Suite

Proficient in: Java, C, Bash

Comfortable with: C#, HTML, CSS, Hadoop

‘Do the Hiring Manager’s Job’

- Resume is scanned briefly for 25 seconds - THAT’S ALL !
- Format it well ~ Sections, Bullet Points, Font.
- Make it readable, organized ~
Present yourself perfectly!



Power Keywords

- Executed, Headed, Planned, Produced, Administered, Built, Designed, Developed, Formulated, Implemented, Incorporated, Launched, Pioneered, Consolidated, Diagnosed, Accelerated, Achieved, Delivered, Expanded, Expedited, Gained, Maximized, Outpaced, Stimulated, Centralized, Refocused, Revitalized, Streamlined, Aligned, Cultivated, Fostered, Facilitated, Mentored, Motivated

♣♥♣♥♣♥♣♥ Lila Lewis♣♥♣♥♣♥♣♥

Objective

To find a job as a paralegal!!

Work Experience

New York University Office of Admissions (current employer)
111 Washington Square Park

New York, New York 10019
(212) 333-3366

Assistant to the Director of Admissions

I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Filofax, and answered her telephone ~~when~~ she's in meetings.

Bank of America

Secretary

I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.

P.S. 447

Teaching Assistant

I worked at this elementary school helping third graders with their handwriting and multiplication tables.

Lower East Side Dance Academy

Instructor

I work with 6 and 7 year olds and teach them ballet.

Cold Stone Creamery

Summer Employee

I scooped ice cream for customers during the summer of 2004.

Reasons For Leaving Last Job

- Responsibility makes me nervous.
- They insisted that all employees get to work by 8:45 every morning. Couldn't work under those conditions.
- Was met with a string of broken promises and lies, as well as cockroaches.
- I was working for my mom until she decided to move.
- The company made me a scapegoat -- just like my three previous employers.

Job Responsibilities

- While I am open to the initial nature of an assignment, I am decidedly disposed that it be so oriented as to at least partially incorporate the experience enjoyed heretofore and that it be configured so as to ultimately lead to the application of more rarefied facets of financial management as the major sphere of responsibility.
- I was proud to win the Gregg Typing Award.

Special Requests and Job Objectives

- Please call me after 5:30 because I am self-employed and my employer does not know I am looking for another job.
- My goal is to be a meteorologist. But since I have no training in meteorology, I suppose I should try stock brokerage.
- I procrastinate -- especially when the task is unpleasant.

Physical Disabilities

- Minor allergies to house cats and Mongolian sheep.

Personal Interests

- Donating blood. 14 gallons so far.

Small Typos That Can Change the Meaning

- Education: College, August 1880-May 1984.
- Work Experience: Dealing with customers' conflicts that arouse.
- Develop and recommend an annual operating expense fudget.
- I'm a rabid typist.
- Instrumental in ruining entire operation for a Midwest chain operation.

ADAM PASH

12345 Street Name Ave., Portland, OR 11111

555-555-5555

email@resumewriters.com

Accomplished, achievement-driven and results-oriented recent Honors Graduate interested in working in Business Management or Sales.

QUALIFICATIONS

- ❖ Strong three-year background successfully managing organizations to achieve business goals.
- ❖ Youthful and yet very mature; willing to learn and grow; Passionate about achieving a challenging position that allows meaningful contributions to a business' success.
- ❖ Dynamic personality that inspires people to want to work for me.
- ❖ Persistent and driven; acquired BA degree while working a fulltime job.
- ❖ Excellent computer skills—applications related to MS Office or the Internet.
- ❖ Adept at anything technical in nature as demonstrated by effectively developing products requiring applied organic chemistry.
- ❖ Superb leadership, interpersonal, planning and communication abilities. Great people and sales skills.

PROFESSIONAL EXPERIENCE

- Directing production, sales, inventory and cost control for multiple beverage facilities.
- Managing and developing beverage products that involved superior skills in applied organic chemistry.
- Accomplished highest sales record in the Southeast and maintained the lowest operating costs for three years while managing the HOPS Brewery.

WORK HISTORY

WESTCHESTER BAR AND GRILL, Portland, OR 2004 – Present
Bartender

MACRONI GRILL, Portland, OR 2001 – 2003
Bartender

CAPTAIN'S BREWERY, Portland, OR 1997 – 2001
Managing Brewmaster for Portland, OR region

EDUCATION

OREGON STATE UNIVERSITY, Portland, OR
BA in Experimental Psychology with minor in Business Management (HONORS), 2005

ACCOLADES/ACHIEVEMENTS

- Magnus P. Magera scholarship.
- Member, Psi Chi (National Psychology Honors Society).
- Alpha Lambda Delta National Honor Society.
- Gamma Beta Phi National Honor Society.
- Golden Key National Honor Society.
- Selected to Dean's and President's List nearly every semester.
- Chosen from top 2% of OSU Psychology department to participate in the largest federal grant awarded to USC because of project which taught high school seniors to use psychological methods for teaching 1st grade reading.

Edgar R. Jimenez

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jimenez02@darden.virginia.edu

EDUCATION

Darden Graduate School of Business Administration
University of Virginia
Candidate for Masters in Business Administration, May 2002
Marketing Club, Operations Club, LASA, Consulting Club
Universidad N. Agraria La Molina
Food Industry Engineer, Mar. 1994; Bachelor of Science, Dec. 1991
Ranked 3rd out of 35 students

Charlottesville, VA

Lima, Peru

EXPERIENCE

2001
INTEGRATION COMMUNICATIONS INTERNATIONAL, INC.
International wireless multimedia services
Summer Associate
Mc Lean, VA

- Researched, segmented and targeted a market in Buenos Aires for fixed wireless Internet connection and updated a financial projection for the business.
- Elaborated positioning for the product in Argentina and organized information for potential investors in the project.

1996-2000
GRANJA LA CALERA
One of the largest agricultural industry and poultry companies in Peru
Sales and Marketing Manager
Lima, Peru

- Reorganized and managed the national sales operation, implementing high IT content, modifying procedures and establishing cost-effective product classification and packaging.
- Created a forecast price model to plan production and avoid bullwhip effect in supply chains.
- Redefined the target market, which increased customer base by 400% and doubled sales to US\$15MM. Efforts helped to achieve 95% market share of supermarket channel. Directed the introduction of the company's brand.

1994-1996
ALMIDONES Y DERIVADOS S.A. (Starch and Derivatives)
New venture in production of sweet potato starch with US\$1MM investment
Production Manager and General Administrator
Cañete, Peru

- Evaluated in-depth company finance, sales and operations, and dealt with difficult financial situation, maximizing margins, improving efficiency and processing alternative raw materials
- Supervised the building and installation of the new manufacturing plant. Efforts resulted in full operational capacity without any posterior modifications.

1993-1995
COORPORACION INKA KOLA S.A. & GLORIA S.A.
Independent Quality Control Consultant
Lima, Peru

- Evaluated products for Marketing Departments and monitored sub-contracted production.

1992-1993
MMTECHNOLOGIES S.A. / MONTANA S.A.
Production and exportation of natural colorant: Carmine
Plant chief
Lima, Peru

- Analyzed and improved Carmine Chemical Process, resulting in more efficient process.
- Implemented a laboratory to perform quality control and product in process analysis.

INTERESTS

Biking, trekking and avid reader of politics, history and sociology.



Lets Dive Into Resume Reviews Now :D