

INSTRUCTIONS ON MAKING A CV FOR MBA

Creating a corporate resume for MBA pass outs involves showcasing not just your education but also your leadership skills, strategic thinking, and business acumen. Follow this step-by-step guide to help you craft an effective resume:

1. Contact Information:

Include your full name, phone number, professional email address, and a link to your LinkedIn profile. Ensure that your contact details are up-to-date and professional.

2. Executive Summary:

Write a compelling executive summary that provides a snapshot of your professional background, key skills, and career goals. Tailor this section to highlight what makes you a unique and valuable candidate.

3. Education:

List your MBA degree prominently, including the name of the institution, degree earned, specialization (if any), and graduation date. You can also mention any academic honors or awards.

4. Relevant Experience:

Detail your professional experience in reverse chronological order. Emphasize your leadership roles, achievements, and impacts on the organizations you've worked for. Quantify your achievements where possible, using metrics and percentages to demonstrate your contributions.

5. Skills:

Highlight a mix of technical and soft skills relevant to the business world. Include skills such as strategic planning, data analysis, project management, leadership, and communication.

6. Professional Achievements:

Devote a section to showcase specific achievements in your career. This could include successful projects, revenue growth, cost savings, or any other impactful results.

7. Leadership and Teamwork:

Emphasize your leadership and teamwork experiences. Showcase instances where you led teams, managed projects, or collaborated with cross-functional teams.

8. Internships and Projects:

If applicable, highlight any internships, consulting projects, or business-related projects you undertook during your MBA program. Describe your role, the challenges faced, and the outcomes achieved.

9. Certifications:

Include any relevant certifications you have obtained during or after your MBA program. This could include certifications in project management, finance, or industry-specific certifications.

10. Professional Memberships:

List any memberships in professional organizations or industry associations related to your field of study or career aspirations.

11. Languages:

If you are proficient in multiple languages, mention them. Fluency in additional languages can be an asset, especially in global business environments.

12. References:

Similar to the bachelor's pass out resume, you can mention "References available upon request." Ensure you have a list of professional references ready if needed.

Additional Tips:

- Keep the resume focused and tailored for each job application.
- Use action verbs and quantifiable achievements to make your accomplishments stand out.
- Consider the specific requirements of the job you're applying for and tailor your resume accordingly.

Customize your resume for each application, focusing on the aspects of your experience and skills that align with the specific job requirements.

NOTE* Please verify that your resume aligns with the provided samples and guidelines.
Kindly submit your resume to your class CR by the end of November 2023. If you have any questions, do not hesitate to reach out to Ms. Ekmit or Ms. Prerna.

Sebastian Hurst

Business Data Analyst

+1-709-375-8132

name@gmail.com

linkedin.com/_NAME_

SUMMARY

A motivated and highly detail-oriented Business Data Analyst with 5+ years of experience in data analysis, process optimization and data visualization. Proven track record of gathering, analyzing and interpreting data to improve operational efficiency and identify opportunities for cost savings. Skilled in utilizing a variety of data analysis software, such as Tableau, SQL, SAS, Excel and R, to generate reports and monitor trends in various data sets. Excellent communication and problem-solving skills, enabling successful collaboration with cross-functional teams. Experienced in transforming complex data into actionable insights that can be easily understood and used by business stakeholders.

EXPERIENCE

Advanced Services Data Analyst Intern

Harvey

2018 - Ongoing Raleigh-Durham, NC

Harvey is a leading provider of storage and Big Data services.

- Saved the company \$50,000 (7%) every month in gas storage and shortage costs with my project.
- Showcased total revenue of \$42B in FY16 through dashboards and data visualization
- Created election forecast models for use in 14th General Election using Azure ML
- Completed 2 large scale national political sentiment surveys, involving a minimum of 50,000 responses
- Support Business Development to increase 25% Time deposit balance in campaigns

Junior Data Analyst

Reilly Group

2015 - 2018 Raleigh-Durham, NC

Reilly Group is a global, full-service investment bank focused on growth companies, with operations in 10 countries worldwide and the ability to list companies on 10 stock exchanges.

- Worked with excel to track and map account equity among a portfolio of some 1000 clients.
- Saved 1Million paper print per year, automated multiple business process for early market ready \$5M impact

Backend Developer / Data Analyst

Koepp Inc

2013 - 2015 Raleigh-Durham, NC

Koepp Inc is a public utility that provides natural gas and electricity to 6.6 million of Michigan's 10 million residents.

- Maintained 99.5 % quality level for over a year and a half
- Migrated 30,000+ accounts from legacy system to Order Express
- Directed a team of 8 interns. Analyzed ethical activities of the world's largest companies.

EDUCATION

Msc. International Business and Logistics

Metropolis University of Applied Sciences

2007 - 2009

BSc, Economics

Columbus University

2003 - 2007

SKILLS

Spotfire Tableau Informatica R Cognos SSRS

JIRA HP ALM Sharepoint

STRENGTHS

Stakeholder Engagement

With a technical background & outstanding communications skills I can translate data opportunities into business outcomes

Strategic Focus

Delivering positive outcomes by focusing on strategic objective with a pragmatic and value add approach

www.enhancv.com

Powered by Enhancv

DANETTE EASTWOOD

Full Stack Developer

+1-555-555-5555 • danette.eastwood@gmail.com • github.io/danette.east • San Francisco, CA

Summary

Full Stack Developer with over 10 years of experience in Java/JS, Angular, Vue, React, Python, NumPy, SciPy, Scikit-learn. Led development of \$500K research project which was deemed a 'gold standard' by the client. Increased client's revenue 2-fold after fine-tuning AI/ML-based algorithms. Well-acquainted with HR methodologies.

Experience

Boyle

Senior Full stack Developer

2018 - Ongoing

Boyle is an international Technology and Management Consulting Group with a rapid pace development and innovative solutions for demanding projects. I work as a full-stack developer here, responsible for building, deploying and maintaining internal web applications.

- Hired, trained and leading an Agile team of 7 full-stack developers
- Developed indexed database architecture using SQL procedures and triggers for 10 different applications
- Worked with Core Java to develop automated solutions to include web interfaces using HTML, CSS, JavaScript and Web services
- Worked with a committee of 6 members to organize fun-activities for the employees

Lauzon

Full Stack Developer

2013 - 2018

Lauzon is a universal digital loyalty program that offers unique and fun rewards at the places you love.

- Hired, trained and lead Agile team of 7 full-stack developers
- Simultaneously created & maintained scheduled jobs in SQL Server for space maintenance and daily backups of system and user databases for 10 clients
- Increased company revenue by 30% within 2 months after developing and implementing business logic for over 20 features
- Designed and Developed UI design for over 15 clients using CSS, HTML, ASP.NET, Vue, and React; websites scoring over 85 on Lighthouse

Keeling Group

Solution Architect

2010 - 2013

Keeling Group is a leading Digital Product Studio in California, helping companies to thrive on mobile apps, the web, VR/AR and IoT.

- Shortened project timeline by 14 months for company's largest customer by managing relationship with 3rd party vendors, saving over \$800K
- Led development of \$500K research project which was deemed a 'gold standard' by the client
- Fine-tuned and developed AI/ML-based algorithms based on the results with Scikit-learn, increasing revenue 2-fold
- Performed Web Scraping over a catalog of 100K+ school supply products using mainly NodeJS and MongoDB; completed in 1 month

Education

Stanford University

M.S. in Computer Science

2008 - 2009

Skills

Client-Side: HTML • CSS • JS • Angular • React • Vue • Redux • TypeScript • Backbone • Bootstrap

Server-side: Python • NumPy • SciPy • Scikit-learn • Keras • ELIS • TensorFlow • MySQL • NodeJS • Redis • AWS • MongoDB • Spark •

Development & Operations: JUnit • NUnit • PyUnit • TestCafe • Mocha • Jest • Scrum • Agile • GIT • Azure DevOps

OPEN SOURCE WORK

OpenFlow based Firewall

<https://github.com/danette.east/OpenFlow-Firewall>

08/2012 - 12/2013

OpenFlow protocol-based proactive Firewall in Python and NodeJS.

- Configured static rules using MD-SAL
- Engineered proactive rule evaluation system at OSI Layer 7 using POX controller
- Provided flexibility to configure rule using centralised NodeJS based GUI