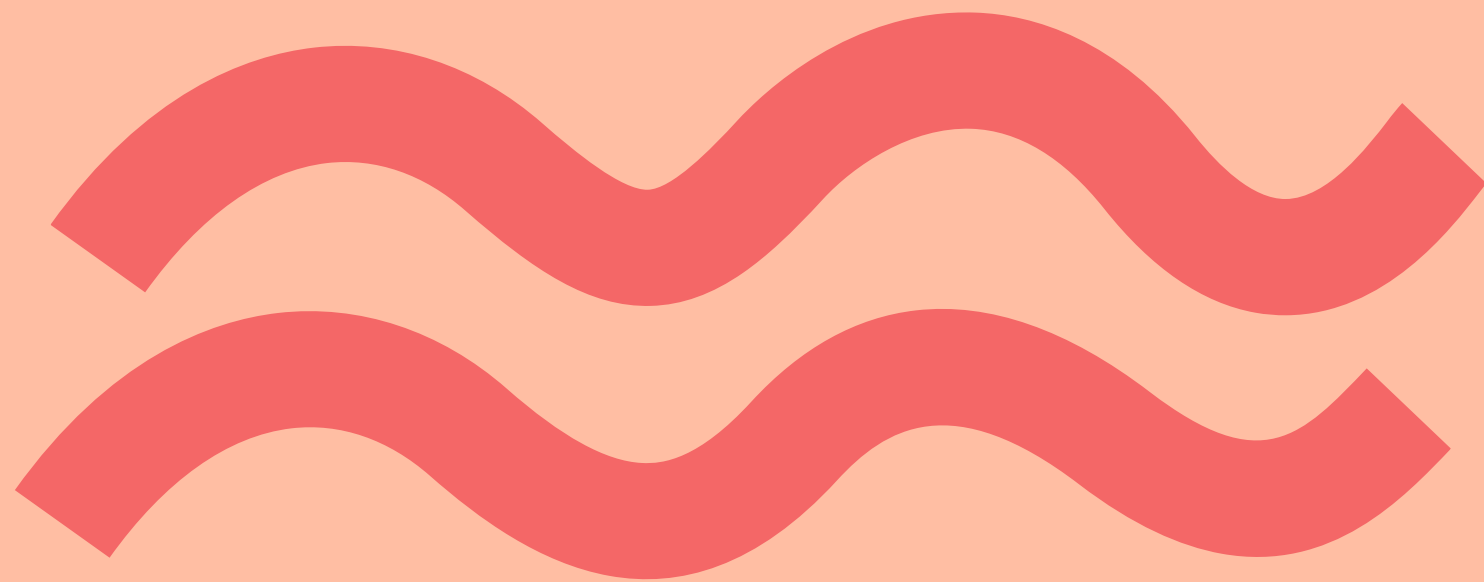


CV Workshop



Sequence of your CV

Personal Information

Work Experience

Education

Skills



Personal Information

Name

Location

Phone Number

Email, LinkedIn, GitLab



Work Experience

Most Recent

Dates

Position

Details

PROJECTS

Codi

Full Stack Development Program (MM/YYYY – exp.
graduation MM/YYYY)

Back end (NodeJs Express, PHP, Laravel, SQL)

Front end (JavaScript, React, Bootstrap)

Server Management (LAMP Stack, Linux)

Project Management (AGILE Methodology)

Content Management System (WordPress)



Education

Most Recent
Degrees Attained



Skills

Language Skills

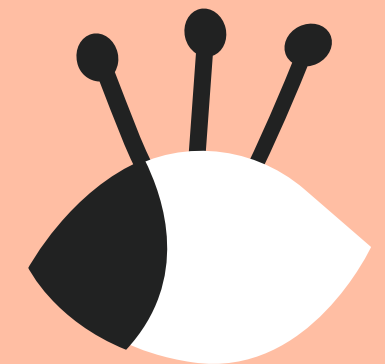
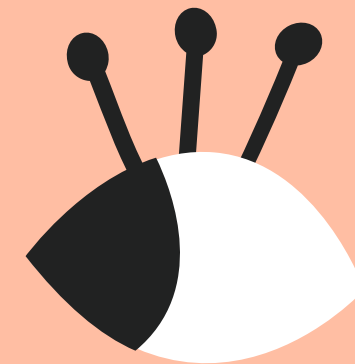
Computer Skills

Social Skills

Organizational Skills

Good CV?

Bad CV?



Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283

Email: coolguy007@hotmail.co.uk

DoB: 27 February 1985

Nationality: British

Gender: Male

Marital-status: Single

Tyler Vader

Address: 10 Manchester street N21, Madison, WI 53703

Phone number: (999) 999-9999 **Email address:** hello@kickresume.com

Web: www.kickresume.com/cv/tyler



Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283

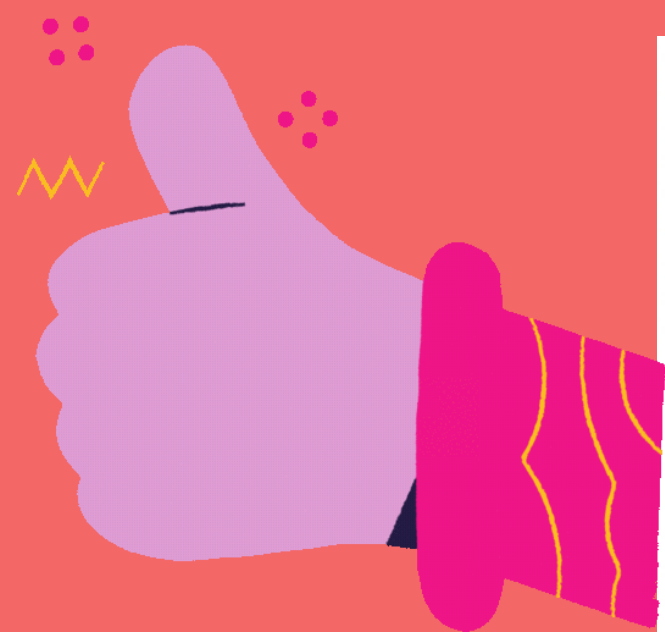
Email: coolguy007@hotmail.co.uk

DoB: 27 February 1985

Nationality: British

Gender: Male

Marital-status: Single



Tyler Vader

Address: 10 Manchester street N21, Madison, WI 53703

Phone number: (999) 999-9999 **Email address:** hello@kickresume.com

Web: www.kickresume.com/cv/tyler

Personal Profile Statement

A motivated, adaptable and responsible Computing graduate seeking a position in an IT position which will utilise the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education

1991 – 1992 Collingham Gardens Nursery

1992 – 1996 Stamford Primary School

1996 – 2002 Hall Green Secondary School

2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Education



1991 – 1992 Collingham Gardens Nursery

1992 – 1996 Stamford Primary School

1996 – 2002 Hall Green Secondary School

2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Education

Education and Training

2009 – 2013 BSc Computer Science (Hons) Aston University

- 1st Class Degree with Professional Placement

Relevant Modules:

- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

2007 – 2009 BTEC National Diploma in IT Hall Green College

- Grade Achieved: Triple Distinction*

2000 – 2007 Bournville Secondary School

- 8 GCSEs at grades A*–C.

Education

Education and Training

2009 – 2013 BSc Computer Science (Hons) Aston University

- 1st Class Degree with Professional Placement

Relevant Modules:

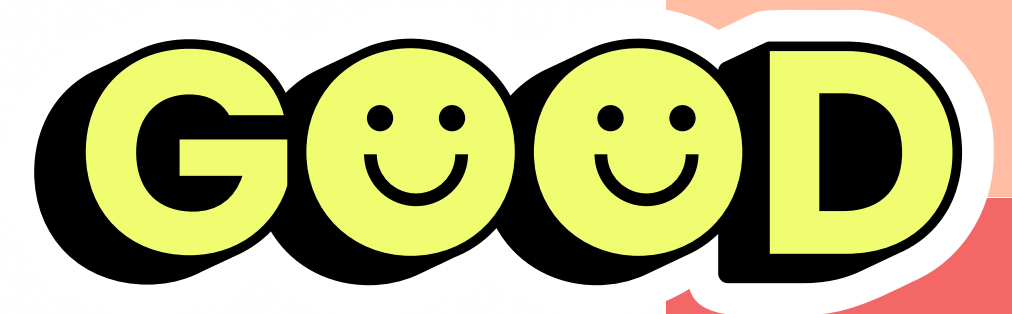
- Professional and Social Aspects of Computing (73%)
- Data Modelling and Database Systems (59%)
- Understanding Information Systems (93%)
- Information Security (67%)
- Human-Computer Interaction (80%)

2007 – 2009 BTEC National Diploma in IT Hall Green College

- Grade Achieved: Triple Distinction*

2000 – 2007 Bournville Secondary School

- 8 GCSEs at grades A*–C.



Work Experience

Employment history

Jun 2008 – Present IT Manager Maplins

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;
- Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 IT Support Officer Ladypool Warehouse Ltd.

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 IT Admin West London Council

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

1996 – 1999 Various jobs Retail (sectors)

Work Experience

Employment history

Jun 2008 – Present IT Manager Maplins

- Mentoring and training new IT staff;
- Researching, installing and configuring new computer systems;
- Ensuring that all relevant licensing laws are adhered to;
- Keeping up to date with the latest technologies.

Oct 2003 – Jun 2008 IT Support Officer Ladypool Warehouse Ltd.

- Provided extensive IT support to internal and external stakeholders;
- Installed and configured computer hardware operating systems and applications;
- Monitored and maintained computer systems and networks;
- Resolved, diagnosed and solved network problems and relevant software faults.

Jan 1999 – Sept 2003 IT Admin West London Council

- Produced Requirements Documentation (diagrams and workflow);
- Maintained the computer network and information systems.

1996 – 1999 Various jobs Retail (sectors)



Work Experience

2011 – Present IT Support Assistant ABC Electronics Ltd.
2008 – 2011 IT Admin Dana Corporation
2006 – 2008 IT Assistant M&M Electric Vehicles Ltd.
2005 Cleaner K Lacey Ltd.
2003 – 2005 Housekeeper Plaza Hotel
2002 Packer Packaging Products Ltd.
2000 – 2001 Cleaner TB Group Inc.

Work Experience

2011 – Present IT Support Assistant ABC Electronics Ltd.
2008 – 2011 IT Admin Dana Corporation
2006 – 2008 IT Assistant M&M Electric Vehicles Ltd.
2005 Cleaner K Lacey Ltd.
2003 – 2005 Housekeeper Plaza Hotel
2002 Packer Packaging Products Ltd.
2000 – 2001 Cleaner TB Group Inc.



HANNAH MCFE

Dancing has been my passion for a long time, I recently achieved my grade 7 in ballet and have previously gained grade 6 in tap dancing. I enjoy dancing because it helps me get fit and allows me to hang around with my friends. I also like wearing the pretty costumes when we put on a performance. I also enjoy business administration.

Education

2000-2006: Putney Road Primary School

Here I learnt how to read and write. I also made a lot of really good friends who I am still in touch with.

2006-2011: Putney St. John's School

I really enjoyed secondary school, although I didn't always get on with the teachers and in year 8 moved into a different tutor group.

I gained my GCSE's here, my favourite subjects were business studies and drama. I got 3 A's, 2 B's and 6 C's. I was pleased with my performance as I didn't always work that hard.

2011-2013: South London College

I decided to go to College rather than stay on at school in the Sixth Form as this is what most of my friends were doing. College was great as we used to get some free periods and we could sit in the canteen and play cards.

I studied a BTEC Level 3 Diploma in Business, at times it was really difficult and I didn't do that well in some of the coursework pieces. I got a Merit in the end though, which I was glad about.

Work experience

I don't have much work experience because it's been quite hard to find much. Last summer I worked for six weeks in my mum's friends nursery to help with holiday cover – I had quite a bit of responsibility with some of the office duties but I also really enjoyed it because during the breaks I could play with some of the kids that attended the nursery.

Hi My Name is Misha

Dancing has been my passion for a long time, I recently achieved my grade 7 in ballet and have previously gained grade 6 in tap dancing. I enjoy dancing because it helps me get fit and allows me to hang around with my friends. I also like wearing the pretty costumes when we put on a performance. I also enjoy business administration.

Education

2000-2006: Putney Road Primary School

Here I learnt how to read and write. I also made a lot of really good friends who I am still in touch with.

2006-2011: Putney St. John's School

I really enjoyed secondary school, although I didn't always get on with the teachers and in year 8 moved into a different tutor group.

I gained my GCSE's here, my favourite subjects were business studies and drama. I got 3 A's, 2 B's and 6 C's. I was pleased with my performance as I didn't always work that hard.

2011-2013: South London College

I decided to go to College rather than stay on at school in the Sixth Form as this is what most of my friends were doing. College was great as we used to get some free periods and we could sit in the canteen and play cards.

I studied a BTEC Level 3 Diploma in Business, at times it was really difficult and I didn't do that well in some of the coursework pieces. I got a Merit in the end though, which I was glad about.

Work experience

I don't have much work experience because it's been quite hard to find much. Last summer I worked for six weeks in my mum's friends nursery to help with holiday cover – I had quite a bit of responsibility with some of the office duties but I also really enjoyed it because during the breaks I could play with some of the kids that attended the nursery.



George
Ratliff

Junior Retail Specialist

Personal Info

Address

2035 Quilly Lane

Columbus

OH 43219

Phone

614-472-0992

E-mail

gratliff@email.com

LinkedIn

linkedin.com/in/gratliff

Skills

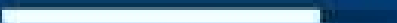
Invoicing



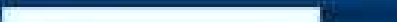
Product knowledge



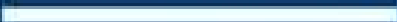
Problem-solving and
troubleshooting



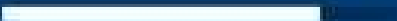
Empathy



Customer service skills



Leadership skills



Tech-savvy retail specialist with 2 years of experience in the technology retail industry. A long-time Samsung follower dedicated to bringing customer experience to a focus. At Huawei, raised sales 25% by revising the approach to customer management and product and services digitization.

Experience

2018-04 - present Junior Retail Specialist

Huawei

- Signed up ~50 customers for a discount newsletter.
- Helped implement a new customer retention program that raised the returning customer rate by 45%.
- Improved the customer experience by personalized service from the moment they walk through the door.
- Took part in the streamlining project providing customers with a better user experience by reshuffling our digital offer and interface.

2016-04 - 2018-03 Sales Assistant

Tech For You

- Provided detailed guidance to ~400 customers a day on product purchases in a high-volume store.
- Continued to build product knowledge during product and vendor training.
- Maintained an organized inventory hardware list of over 170 electronic products in store.

Education

2017 BSc in Sociology

Columbus State University

Interests

Take bi-weekly yoga classes to stay in shape and manage stress.

Regular listener, "Support Ops" customer service podcast.



George Ratliff

Junior Retail Specialist

Personal Info

Address

2035 Quilly Lane
Columbus
OH 43219

Phone

614-472-0992

E-mail

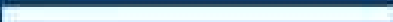
gratliff@email.com

LinkedIn

linkedin.com/in/gratliff

Skills

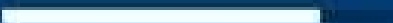
Invoicing



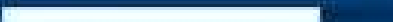
Product knowledge



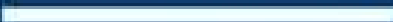
Problem-solving and troubleshooting



Empathy



Customer service skills



Leadership skills



Tech-savvy retail specialist with 2 years of experience in the technology retail industry. A long-time Samsung follower dedicated to bringing customer experience to a focus. At Huawei, raised sales 25% by revising the approach to customer management and product and services digitization.

Experience

2018-04 - Junior Retail Specialist

present

Huawei

- Signed up ~50 customers for a discount newsletter.
- Helped implement a new customer retention program that raised the returning customer rate by 45%.
- Improved the customer experience by personalized service from the moment they walk through the door.
- Took part in the streamlining project providing customers with a better user experience by reshuffling our digital offer and interface.

2016-04 - Sales Assistant

2018-03

Tech For You

- Provided detailed guidance to ~400 customers a day on product purchases in a high-volume store.
- Continued to build product knowledge during product and vendor training.
- Maintained an organized inventory hardware list of over 170 electronic products in store.

Education

2017 BSc in Sociology

Columbus State University

Interests

Take bi-weekly yoga classes to stay in shape and manage stress.
Regular listener, "Support Ops" customer service podcast.

Jane Franklin

Douglas-Kelly Professor of English

Address

University of Pennsylvania

Philadelphia, PA 19104, USA

Home Address:

713 N 4th St, Philadelphia, PA 19123, USA

Phone 267-861-5317

E-mail jane_franklin@gmail.com

LinkedIn linkedin.com/in/JaneFranklin

Twitter twitter.com/jane-marie-franklin

Proactive lecturer and researcher with 10+ years of experience teaching courses on undergraduate and postgraduate levels. Supervised 22 BA theses, 9 MA theses, and 2 PhD dissertations. Edited and co-authored 3 monographs on contemporary trends in drama and performative arts. Published over 30 articles in peer-reviewed journals.

Education

2000-08 - 2008-05	<p>University of Chicago, Chicago, IL, PhD in Comparative Literature</p> <p>The Department of Modern Languages</p> <p>Thesis title: “The Lesbianism of Marcel Proust: An Analysis of the Traits of Female Queer Culture in In Search of Lost Time”</p> <p>Thesis supervisor: Professor George Swan</p>
1999-08 - 2000-05	<p>City University of New York, New York, NJ, MA in English</p> <p>The Department of English</p> <p>Graduated summa cum laude</p> <p>Thesis title: "Thom Gunn's Peculiar (Post)modernism: An Analysis of Gunn's Late Works in Comparison to the Ideas and Values of the Movement"</p> <p>Thesis supervisor: Professor Anne Plath</p> <p>Academic achievements:</p> <ul style="list-style-type: none">• Dean's List 2000• Awarded "Best Thesis in Modern Languages" 2000
1996-09 - 1999-07	<p>University of Oxford, Oxford, UK, BA in American Studies</p>

Professional Appointments

2014-07 - present	<p>Douglas-Kelly Professor of English</p> <p><i>University of Pennsylvania, Philadelphia, PA</i></p> <p>Taught a total of 18 undergraduate and 9 postgraduate courses, mainly focused on contemporary conceptual drama and performative arts, as well as experimental poetry and fiction. Supervised 12 MA theses. Member of the Postgraduate Studies Board from 2014 to 2017.</p>
2008-08 - 2013-01	<p>Professor Assistant of English</p> <p><i>University of Chicago, Chicago, IL</i></p> <p>Assisted in developing and executing core curriculum requirements for over 20 under- and postgraduate courses. Supervised 16 BA theses and 6 MA theses.</p>

Books

2017-05	<p><i>The Rustle of Language.</i> New York: Hill and Wang</p>
2013-07	<p><i>Sexual Politics in Post-2000 American Drama.</i> Woodstock and New York: The Overlook Press</p>
2011-01	<p><i>The Man Who Fell Asleep: Structural Analysis of Narrative.</i> New York: W. W. Norton & Co.</p>



Jane Franklin

Douglas-Kelly Professor of English

Address

University of Pennsylvania

Philadelphia, PA 19104, USA

Home Address:

713 N 4th St, Philadelphia, PA 19123, USA

Phone 267-861-5317

E-mail jane_franklin@gmail.com

LinkedIn

linkedin.com/in/JaneFranklin

Twitter

twitter.com/jane-marie-franklin

Proactive lecturer and researcher with 10+ years of experience teaching courses on undergraduate and postgraduate levels. Supervised 22 BA theses, 9 MA theses, and 2 PhD dissertations. Edited and co-authored 3 monographs on contemporary trends in drama and performative arts. Published over 30 articles in peer-reviewed journals.

Education

2000-08 - 2008-05	University of Chicago, Chicago, IL, PhD in Comparative Literature The Department of Modern Languages Thesis title: "The Lesbianism of Marcel Proust: An Analysis of the Traits of Female Queer Culture in In Search of Lost Time" Thesis supervisor: Professor George Swan
1999-08 - 2000-05	City University of New York, New York, NJ, MA in English The Department of English Graduated summa cum laude Thesis title: "Thom Gunn's Peculiar (Post)modernism: An Analysis of Gunn's Late Works in Comparison to the Ideas and Values of the Movement" Thesis supervisor: Professor Anne Plath Academic achievements: <ul style="list-style-type: none">• Dean's List 2000• Awarded "Best Thesis in Modern Languages" 2000
1996-09 - 1999-07	University of Oxford, Oxford, UK, BA in American Studies

Professional Appointments

2014-07 - present	Douglas-Kelly Professor of English <i>University of Pennsylvania, Philadelphia, PA</i> Taught a total of 18 undergraduate and 9 postgraduate courses, mainly focused on contemporary conceptual drama and performative arts, as well as experimental poetry and fiction. Supervised 12 MA theses. Member of the Postgraduate Studies Board from 2014 to 2017.
2008-08 - 2013-01	Professor Assistant of English <i>University of Chicago, Chicago, IL</i> Assisted in developing and executing core curriculum requirements for over 20 under- and postgraduate courses. Supervised 16 BA theses and 6 MA theses.

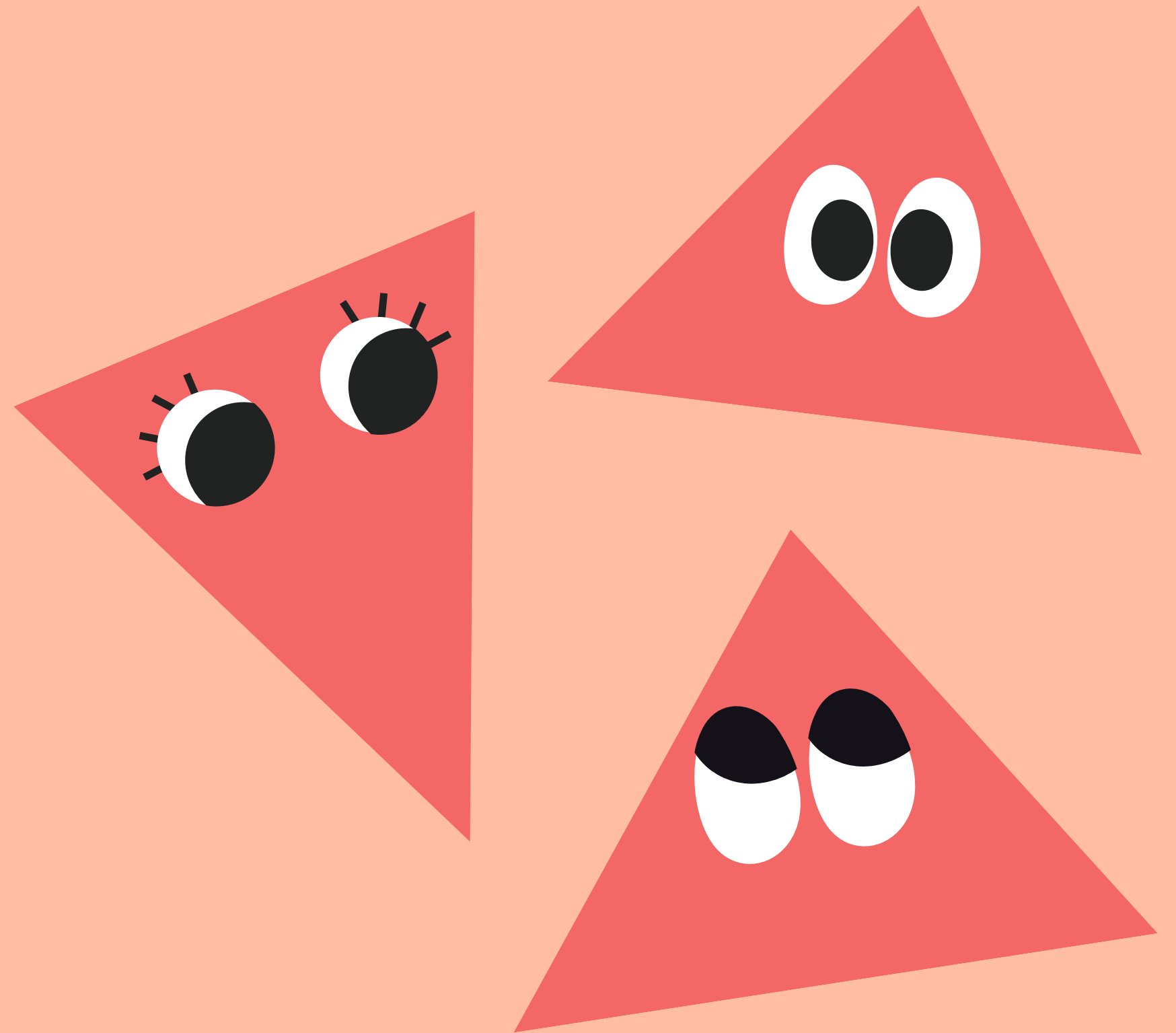
Books

2017-05	<i>The Rustle of Language</i> . New York: Hill and Wang
2013-07	<i>Sexual Politics in Post-2000 American Drama</i> . Woodstock and New York: The Overlook Press
2011-01	<i>The Man Who Fell Asleep: Structural Analysis of Narrative</i> . New York: W. W. Norton & Co.

Time to work on yours!

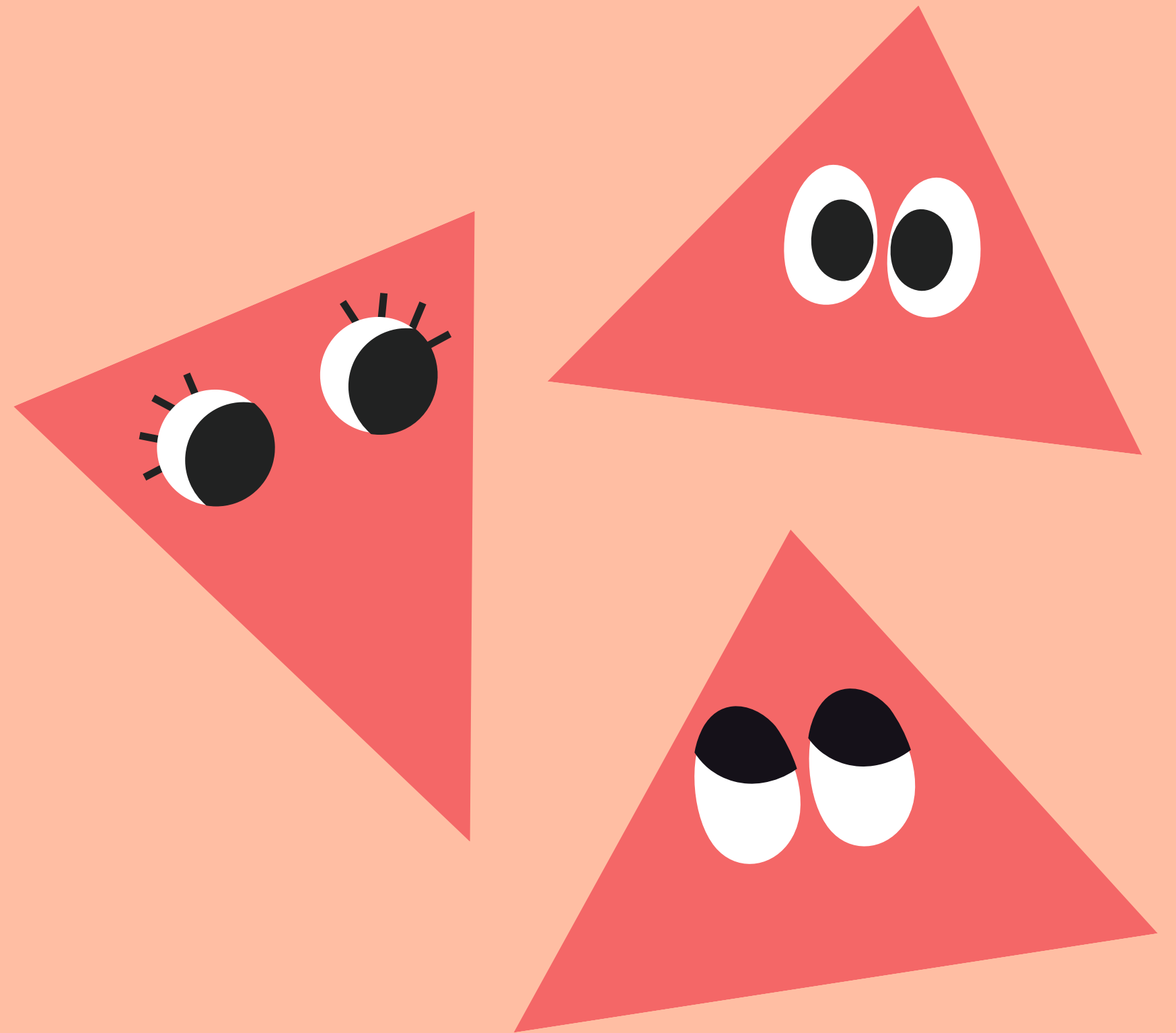
https://docs.google.com/document/d/1U1Jeq9iygAo8ulH9m_nKK8teintfWNkKQKznDJ0V4ZA/edit?usp=sharing

45 minutes



Peer Edit
20 minutes

**Check the
checklist.**



Thank you!

