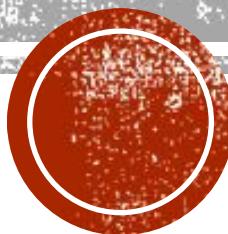


TECH RESUMES



Overview:

Formats

Tailoring with Key Phrases

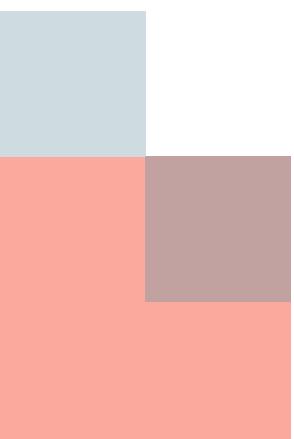
ATSS

Sections of a Resume

Education vs Experience



Resume Format & Tailoring



Chronological Resume



Functional Resume



Combination Resume



IDEAL FOR:

- Candidates seeking a job similar to their previous positions
- Students and entry-level candidates
- Academic resumes

IDEAL FOR:

- Creative jobs where a portfolio matters most
- Military transitioners
- Candidates who don't want to seem overqualified

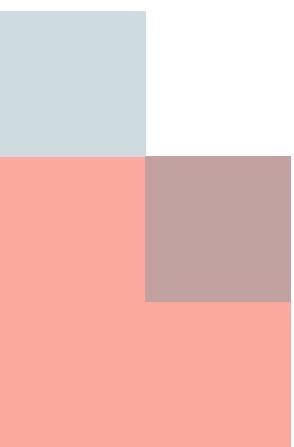
IDEAL FOR:

- Seasoned professionals targeting a specific position
- Career-changers
- People with employment gaps

3 Formats of Resume



Key words and phrases



TAILORED/TARGETED RESUME

We are a leading provider of enterprise applications empowering people in service organizations. We enable people to use business applications at work or at school. That is why we create business software that fits the way people work and not the other way around. Help us be the best and join us!

Our Sales and Marketing team is looking for a Marketing Manager. Are you the one who can co-ordinate and manage conferences, exhibitions and events to support brand awareness, thought leadership positioning and the generation of high quality leads? Join our team and apply now!

(2)

Marketing Manager

Location: Washington, DC

What you will do

- You will coordinate marketing campaigns with sales activities (3)
- You will manage and improve lead generation campaigns, measuring results (4)
- You will plan and implement promotional campaigns and local marketing strategy (5)
- You will oversee the company's marketing budget (6)

Your approach

As a Marketing Manager, you use your creative mind-set to come up with original ideas, which you translate into real achievable activities. You include your ideas into a good briefing to all involved parties, such as creative, copy writers, content producers, online specialists, etc. and you will work closely with them. They can also come to you if they have questions, because you are the one who takes full responsibility for the project management of an event. This also includes the follow-up and lead generation activities. You will make sure that you source and book the right venues and entertainment. When you organise an event, you are aware that you need to integrate campaign plans by using the full marketing mix.

We ask

- Marketing or a Business qualification; (8)
- Worked in Marketing for a minimum of 5 years; (9)
- Experience in coordinating PR strategies;
- Proven experience of event management and executions - intimate executive dinners to large customer conferences; (10)
- Solid understanding of and experience in the business-to-business marketing process and practice; (11)
- Project management skills; (12)
- Knowledge of how to monitor and report on effectiveness of marketing communications (13)

We offer

- A challenging international environment;
- Enthusiastic colleagues who are eager to learn from each other;
- A flexible and solution-oriented work place; where you work hard but also play hard;
- A chance to further develop your marketing and PR skills;
- You have the freedom to use your creative instinct.

(1)

Cathy Smith

Creative Marketing Manager

(9)

Marketing Manager with over 5 years of experience in coordinating marketing strategies for the IT sector. My area of expertise is lead generation strategy. I led over 10 international marketing campaigns, and I have an excellent track record in cooperating with sales departments. I am seeking to leverage my experience in a Marketing Manager position.

Experience

2012-12 - XYZ Software / San Antonio, TX, USA

present Marketing Manager

B2B Marketing Strategy:

- Create B2B marketing strategies for enterprise applications. (1)
- Project management (teams of up to 5 people).
- Manage and improve lead generation campaigns (online and offline activities). (4)
- Measure lead effectiveness and quality.
- Monitor B2B marketing communications.
- Analyze sales activities and recommend solutions.
- Create communication support plans for the sales department.

Event Management:

- Prepare annual event marketing plans.
- Manage the marketing budget and measure results.
- Coordinate key event projects (KAM workshops, gala dinners for key accounts, XYZ new services launch campaigns).
- Develop new lead generation concepts for events.

Achievements:

- My involvement in obtaining quality leads ensured a 20% rise in lead conversion by the sales department. (2)
- I conducted four global marketing campaigns that led to a 15% increase in sales in 2015 (total budget of +\$300,000). (3)
- XYZ Software's launch of a new B2B service received The Best B2B Event Campaign Award in the "Marketing for IT" poll. (10)

2008-02 - IT Supply Center Ltd / Phoenix, TX, USA

2012-11 Marketing Specialist

- Planned and implemented promotional campaigns. (5)
- Integrated event management campaigns with sales plans.
- Led campaign analyses.

- Cooperated with all involved parties, including copywriters and PR agencies. (7)

Education

2005-10 - Phoenix University, Master of Science, Management and Event

2007-09 Marketing Management

2000-10 - San Antonio University, Bachelor of Science, International

2004-10 Management Program

Hobbies

Writing and influencing: www.leadsbyevents.blog.com

Playing beach volleyball.



Personal Data

Phone

800-960-7163

E-mail

cathy.smith@mailx.com

WWW

leadsbyevents.blog.com

Social Media

LinkedIn

www.linkedin.com/cathsmt

Skills

Project Management

(12)

Excellent Lead Analysis

B2B Marketing Strategy

(11)

International Marketing Campaigns

Cooperation With Sales Department

Event Management

Sales Analysis

Innovation Management

Excellent IT Sector Knowledge

Budget Management

Marketing Communications

Work In International Environment

Team Management

Creative Instinct

Event Management Trends

Languages

French



German



Software

MS Word, MS Excel, MS PowerPoint

MS Project

MailChimp

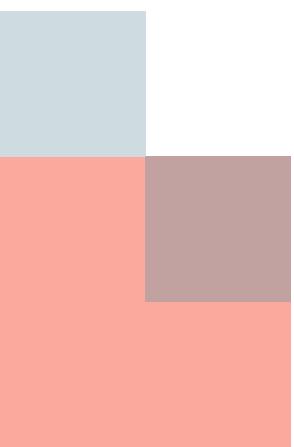
WORK BREAK: pick out key words and phrases (10 minutes)

<https://app.otta.com/jobs/T21vUlhR>

<https://www.onetonline.org/>



Formatting



Digital Format

- ★ **Always use a pdf version:** When you use a .doc version of your resume, you risk the resume being altered after it's sent, the format changing when opened on another computer, and those ugly squiggly lines under spelling & grammar items.
- ★ **Save as your first and last name & position and company:** This will help the Recruiter & Hiring Manager keep track of your most recent, relevant resume; start a naming convention.
 - ★ e.g. Paul_Hutchinson_Resume_Jr. Developer_Company A



Resume Design

- ★ **Bring in simplistic design elements to help your resume stand-out:** Now with the amount of applicants, web designers look to design elements to help elevate their resume
- ★ **Keep design simple and clean:** Too much design can be distracting
- ★ **Avoid using a photo:** Takes up space and distracts from information
- ★ **There are GREAT Free Resources:** Don't pay for a template; be sure its ATS friendly

<https://www.canva.com/resumes/templates/simple/>

<https://resume.io/resume-templates/professional>

<https://hwpi.harvard.edu/files/ocs/files/hes-resume-cover-letter-guide.pdf>

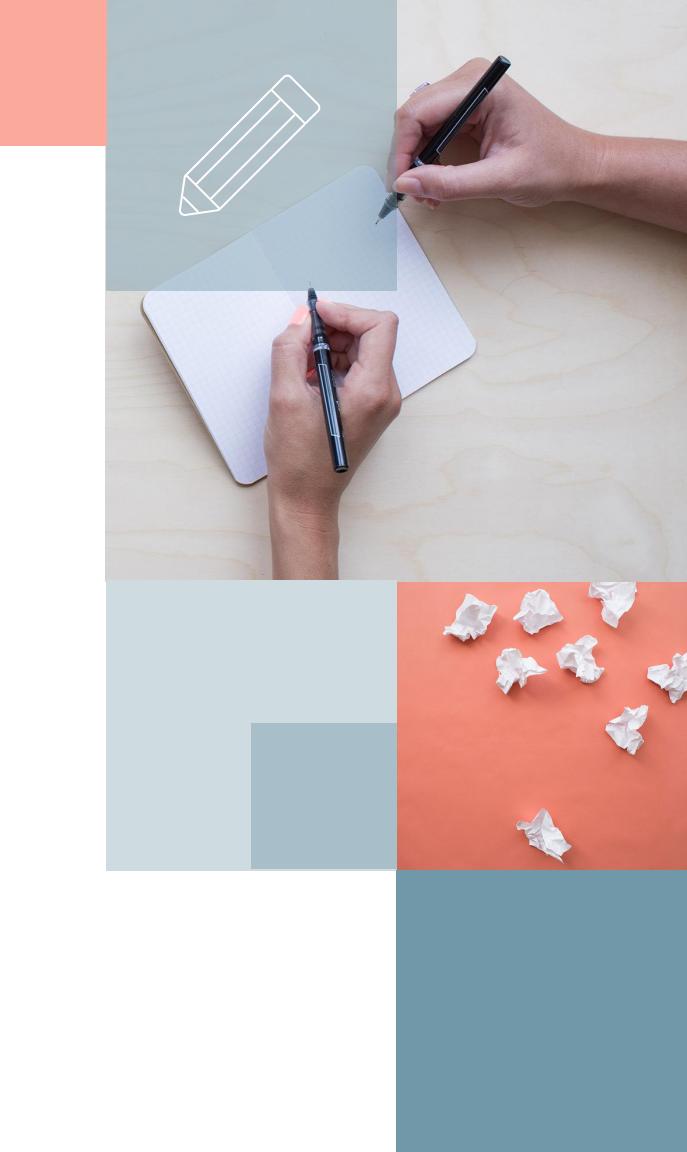
<https://www.resumeengine.org/#/>

<https://www.resumemaker.online/>

<https://resumeworded.com/google-docs-resume-templates>

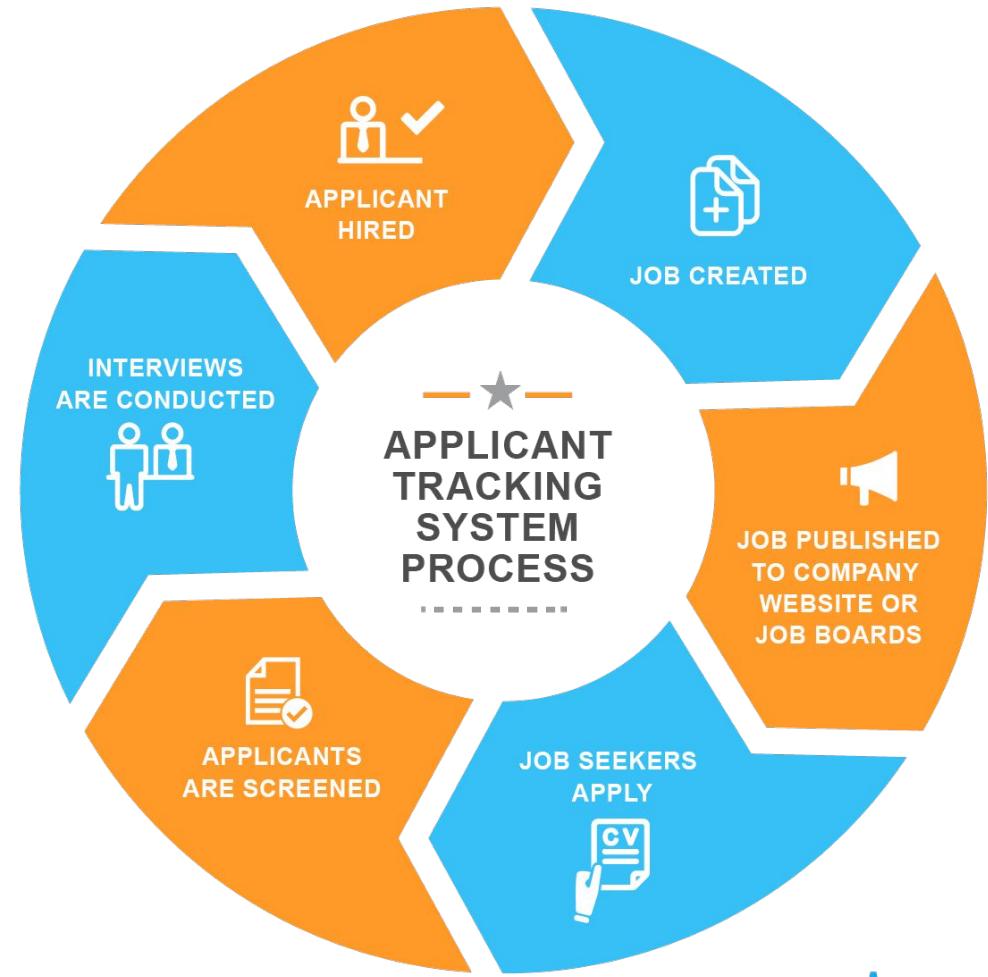


Applicant Tracking Software (ATS)



What is an ATS?

- ★ Applicant tracking systems are software that automate the hiring process. They screen resumes and candidates automatically, making the assessment of new candidates faster and more efficient.
- ★ **99 percent** of Fortune 500 companies use an ATS as part of their recruiting strategy.
- ★ The general goal is to narrow the applicant pool so that hiring managers can meet the "best" applicants based on a predetermined set of criteria.
- ★ The applications that best match the job description are chosen by the ATS and given to the hiring manager to review.



How to Beat the ATS

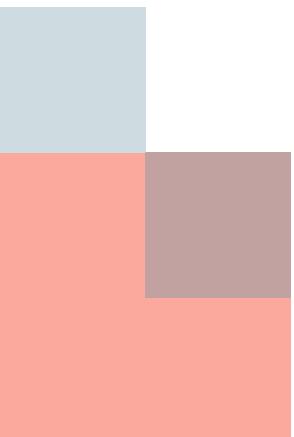
- ★ **Use Keywords customized for the job – sprinkle throughout resume, including job title which can be adjusted to the company's position (just don't lie)**
- ★ **Use standard section headings – use simple headings and don't get too creative**
- ★ **Keep formatting simple – you don't want to confuse the ATS so be cautious of too many graphical details**
- ★ **Check spelling and grammar – this can be an immediate fail for an ATS even if you are perfect for the job**
- ★ **Use full acronyms and titles – this can trip up systems; include both full title and acronym**



WORK BREAK:
spend some time looking for
resume templates (10
minutes)



10 things to bear in mind



10 ways to stand out

- ★ **Short & Direct:** Not necessary to include every detail from your entire career history; Your resume should be focused, clear and concise.
- ★ **Career Snapshot/Summary:** Present a branding statement that briefly explains your unique value as well as your skills and qualifications that are relevant to the position you're applying to; create a robust summary to capture the hiring manager's eye.
Think of your career snapshot as an answer to the question "How would you describe your work experience in one or two sentences?"
- ★ **Original template:** Information presented in a logical order to ensure your strongest points come across. Be consistent in your use of bold, italics, underlines, date formats, font sizes and bullets. Pick a font that is easily readable (Times New Roman, Calibri, Arial, etc). PROOFREAD and make sure you don't have typos, missed capital letters, etc.



10 ways to stand out

- ★ **Considered language:** Use strong action words, such as “achieved,” “designed,” “improved” and “established,” to describe your experience; avoid “go-getter,” “team player” and “go-to person”. Use the XYZ format if possible: Accomplished [X] as measured by [Y], by doing [Z].
- ★ **Highlight relevant skills and experiences:** Target the specific job you are applying for. Be sure to prioritize the skills, qualifications and experiences that are directly applicable to the job you are trying to land.
- ★ **Demonstrate results:** Quantify your successes with numbers; metrics can highlight your achievements and give the hiring manager or recruiter a clear sense of how you impacted your previous place of employment.

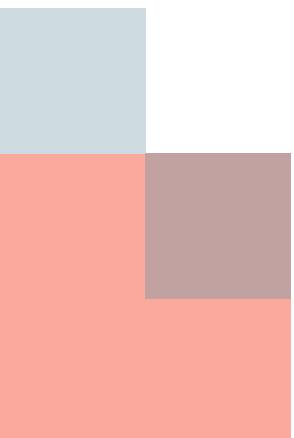


10 ways to stand out

- ★ **Don't Include:** a photo, your full address (city and state is fine), references (or "References available upon request"), or personal information.
- ★ **Variety:** Do your best not to reuse any action verbs. Read through your bullet point and ask if the verb you started with is the strongest and most impactful; you can rearrange it to make it make more sense and be even more WOW to a recruiter.
- ★ **Bullet Points:** Organize your bullet points by importance and relevance. Minimum of 2 per job, Maximum of 5.



Sections of a Resume



Overview

- ★ **Contact Section**
- ★ **Summary/Profile Section**
- ★ **Skills Section (Technical & Professional/Soft)**
- ★ **Projects Section**
- ★ **Education Section**
- ★ **Experience Section**



Contact Section

**Bryan
Banville**

TRAINING SPECIALIST | LEARNING & DEVELOPMENT PROFESSIONAL

- ★ Name & Role
- ★ Professional Email address & Phone Number
- ★ Provide Location ie. San Diego, CA

- ★ Also could say San Diego, CA (Remote)



- ★ Includes Github, LinkedIn, & portfolio hyperlinks

- ★ Include a *clean* hyperlink to your LinkedIn profile
- ★ Don't include **https://www**



linkedin.com/in/chrissieakau



github.com/chrissie-akau

PORTFOLIO



chrissie-akau.github.io



PORTFOLIO



Summary/Profile Section

- ★ A short, targeted statement or blurb at the beginning of a resume that highlights a job seeker's professional skills and experience and how they are a great fit for the position
- ★ The goal is to demonstrate the job seeker's unique value through their skills and accomplishments
- ★ SHOULD BE ACTIVE (No "I" or "Me" statements)

PROFILE

Accurate, flexible, and creative full-stack web developer with 6+ years experience in producing excellent customer service and conveying effective communication, with valuable technological skills and an enthusiastic attitude about entering the tech industry and working with an amazing team of people.

Summary

Full stack web developer with strong analytical and communication skills. Dedicated to discovering, developing, and implementing creative solutions to complex web application challenges. Extensive background in engineering, problem solving, and collaboration.

SUMMARY

Full stack web developer driven by the love of building effective coding solutions through the lens of a design background. Focuses on test driven development and creating enjoyable and intuitive user experiences. Strong history in project management from previous professional roles at tech startups with customer-facing web applications.



Alumni Example

Alexander W. Tickle

<https://www.linkedin.com/in/alexander-tickle/> | Portfolio: <https://alextickle.github.io/>

SUMMARY

Full stack web developer with strong analytical skills dedicated to building and optimizing creative web applications that provide intuitive user experiences. Strong background in project management from previous professional experience in software localization and wildlife conservation.

SKILLS

Languages – JavaScript, Java, Python, SQL, CSS, HTML

Frameworks/Libraries – React, Angular, Express, jQuery, JUnit, Redux, GraphQL, Bootstrap, Radium, Handlebars, Jest

Other– Eclipse, Maven, IDLE, gulp, agile development, REST API's

WORK EXPERIENCE

Intuit | San Diego, CA

October 2017 – Present

Software Engineering Contractor

- Supported Services Fabric group
- Developed UI tests using WebdriverIO Selenium

MJD Interactive | San Diego, CA

June 2017 – September 2017

Web Development Intern

- Participated in two major client engagements, American Girl Doll (AG) and The Container Store (TCS)
- AG: implemented bug fixes, built front end features, and provided browser support
- TCS: built GraphQL backend for client web application and integrated data into React frontend using React Apollo

CETRA Language Solutions | San Diego, CA

April 2016 – March 2017

Project Manager

- Managed translation projects from client handoff to final delivery for market research firms

Max Planck Institute for Evolutionary Anthropology (MPI-EVA) | Leipzig, Germany

August 2013 – December 2015

Field Site Manager

- Managed temporary field site for chimpanzee research in GEPRENAF zone of northern Côte d'Ivoire as part of MPI-EVA's Pan African Program (comparative study of chimpanzees at 30+ field sites across Africa)
- Responsible for all data collection, logistics, team management, and accounting for entire 15-month study
- Extensive use of handheld GPS, GIS software, and Excel
- Coauthored "Chimpanzee accumulative stone throwing" (manuscript published in Scientific Reports, <https://www.nature.com/articles/srep22219>)

PROJECTS

All source code available on GitHub: <https://github.com/alextickle>

breakfast-club-graphql-redux – React app built by team Empty String as final project at LEARN Academy, helps users organize weekly breakfast meetups. Rewritten with GraphQL and React-Apollo/Redux frontend.

zoohack – Node app built by team Local Rangers during Zoothackathon 2017, won first prize. SMS system to allow Costa Ricans to contribute data to researchers protecting endangered birds in areas with poor telecom infrastructure.

java_III_InventoryApp – Java inventory management application with both GUI and command line views to demonstrate MVC architecture. GUI built using Swing components. Data persisted into database using JDBC and PostgreSQL. Built in Eclipse.

EDUCATION

LEARN Academy | San Diego, CA

March 2017 – June 2017

JavaScript full stack JavaScript web development boot camp – Node, Express, React, PostgreSQL



Skills Section

★ Provide Relevant Skill Sets for the Role

★ Technical Skills vs.

Soft/Transferable/Professional Skills

★ Categorize Technical Skills for Readability

★ Tailor Skills section to the position
description

★ ONLY USE SKILLS YOU HAVE EXAMPLES FOR!

SKILLS

Languages: JavaScript, Ruby, SQL, HTML, CSS

Frameworks: React, Ruby on Rails

Databases: PostgreSQL, Active Record

Testing: JEST, RSPEC, Enzyme

Version Control: Git

Editing, Motion Graphics, and

Design: Adobe Premiere, Adobe After Effects, Adobe Photoshop, Final Cut X and 7, Davinci

Soft Skills: Creativity, flexibility, leadership, empathy, optimism, communication, enthusiasm, critical thinking, teamwork, active listening, love of learning, ability to learn quickly.

Technical Skills

Languages: HTML, CSS, Ruby, JavaScript, SQL

Frameworks: JQuery, React, Ruby on Rails

Databases: PostgreSQL, MySQL, Active Record

Testing: Jasmine, JEST, RSPEC, Enzyme,

Version Control: Git

Other: Object-Oriented Programming, Test-Driven Development, Paired Programming

Soft Skills

Time-management, Flexibility, Adaptability, Collaboration, Accountability

Critical-Thinking, Leadership, Open-mindedness, Goal-Oriented

Alumni Example

MINA CHUONG

www.minachuong.rocks [REDACTED]

github.com/minachuong

EXPERIENCE

Software Developer, LoanHero

September 2016 - June 2017 • San Diego CA

- End-to-end implementation of features that eased customer support traffic using AngularJS and Ruby on Rails
- Improved borrower application experience by providing more flexibility with how personal information was handled while addressing security concerns
- Enhanced merchant user experience by providing users with capability of editing loan document information
- Collaborated directly with product-owner during design process to formulate software solutions
- Investigated and patched platform bugs
- Involved with deployments, story estimations, planning and retrospectives using Agile methodologies

Web Consultant, Graphic and Web Designer/Developer

August 2006 - Current • San Diego CA, Berkeley CA, Phoenix AZ

- Collaborating with small business owners and non-profit organizations to develop and/or improve online presence

SKILLS

Languages - Ruby, JavaScript, HTML, CSS, SQL
Frameworks/Libraries - Ruby on Rails, Bootstrap, AngularJS
Development - BDD/TDD, Agile/Scrum, pair programming
Testing - RSpec, Capybara
Database - PostgreSQL, MySQL
Tools - Git, GitHub, Heroku, Regex, JIRA, VirtualBox, Photoshop, Illustrator, SketchUp, AutoCad

VOLUNTEER

Panelist January 2017
Startup San Diego
Convergence: Notes/Strategies for developers new to tech industry on getting their foot in the door



Projects Section

★ Provide Project Title

★ Hyperlink to Repo or Live Demo if you can

★ List the Technologies Used

★ Great for those without work experience yet

Development Projects

Cat-Tinder App

Decoupled full-stack application built using a React frontend and Ruby on Rails backend to utilize, display and manage data from an API. Implemented validations and testing to optimize predictability and performance.

<https://github.com/learn-academy-2022-alpha/cat-tinder-frontend-sultans-of-sphynx-kat-nico-jacob>

Coffee App

A frontedJavaScript application which allows users to search, add and delete coffee information. Technologies used include HTML, CSS, Bootstrap and JavaScript.

<https://github.com/Valeriano-WebDev/Coffee-Project>

C02 Dynamics Website

Redesigned and offered solutions for C02 Dynamics website creating a simpler, more organized layout. Structured elements of the website to manage, and display items in a structured look. Technologies used include HTML, CSS, Bootstrap and JavaScript.



Projects Section

PROJECTS

Grubber

Html | Css | JavaScript | React | Rails | PostgreSQL

- Capstone website using monolithic full stack React in Rails
- Utilizes class based components.
- Uses RESTful routes.
- Uses two external APIs (YELP and IPAPI).

React Three Fiber Technical Talk

Html | Css | JavaScript | React

- A talk of React-Three/Fiber library.
- Dive into key concepts and create a 3d interactive cube in any React App.

Portfolio

Html | Css | JavaScript | React

- A React application using React-Three/Fiber for unique user experience.
- Utilizes functional based components.
- 3D rendering of objects in a React Application.
- All assets created by me.
- Current passion project.

<https://grubberapp.herokuapp.com/>

<https://github.com/SOMarrah/R3FTechTalk>

<https://somarrah.github.io/Portfolio/>

PROJECTS

NUMINOUS TRAVEL WISHLIST

**React/Rails/.JWT Auth,
Google Maps API/AWS.**

LET'S TALK MOVIES

React/Redux/Firebase

OMNIFOOD

HTML/CSS/JQuery

BUDGET CALCULATOR

JavaScript/HTML/CSS

BLACKJACK GAME

JavaScript/HTML/CSS

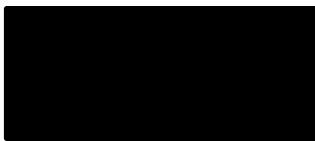




SUMMARY

Quick-thinking, detail-oriented and creative problem solver. Backed with several years of professional experience in operations and customer service. Passionate about working in teams to create high-quality products.

CONTACT



in /IN/DEBORAREYES

@ /DREYES15

SKILLS

REACT



JAVASCRIPT



ANGULAR JS



HTML



CSS



RUBY ON RAILS



ADOB PHOTOSHOP



GITHB



EXPERIENCE

Victorise - Software Engineer Intern

Carlsbad, CA

10/2018 - present

- Creating programs to take a third-party API's information, decode and store the information in a format compatible to the Victorise server
- Updated the Victorise mobile application functionality allowing users to edit their information and save the changes to the server
- Learned AngularJS and Ionic in less than one month to create and implement code, improving the mobile and web application
- Utilize MEAN Stack (MongoDB, Express, Angular, Node.js) as well as Ionic, Cordova, and Bitbucket

LEARN Academy - Full Stack Web Development Student

San Diego, CA

07/2018 - 11/2018

- Experienced over 480 hours of direct coding experience constructing code individually, pair programming or mob programming
- Gained working proficiency of Javascript and Ruby and created full-stack programs implementing Test Driven Development

Interactions Marketing - Account Coordinator

San Diego, CA

05/2016 - 07/2018

- Revamped event program by creating and implementing an incentive program which increased profitability by 66%
- Constructed comprehensive documentation and training materials for representatives increasing positive de-escalation by 75%

UCSD Career Services - Peer Educator

La Jolla, CA

05/2015 - 05/2018

- Designed several informative banners using Photoshop and Canva to market workshops and panels adhering to specific requirements
- Collaborated with a team of 15+ colleagues to coordinate quarterly job fairs and create 10+ presentations to educate the UCSD undergraduate population of 35K about career development

PROJECTS

Trivia Night

trivianight.herokuapp.com

- Full-stack web application built with ReactJS, Ruby on Rails, PostgreSQL, implementing authentication with Devise and utilizing the Open Trivia API to generate trivia questions
- Spearheaded the wireframing process of the entire application
- Acted as Scrum Master with a team of five and employed Agile methodologies, working with Trello, to produce deliverables

EDUCATION

University of California, San Diego - B.A. History

La Jolla, CA

09/2012 - 03/2016

Alumni Example



WORK BREAK:

Contact, Summary, Skills & Projects (30 mins)



Experience Section

- ★ **Chronological or separate into sections:**

Related Experience, Additional Experience, Additional Work History

- ★ **Numbers add credibility:**

Metrics; find how you can add quantities or amounts AKA OUTCOMES

- ★ **Focus on accomplishments over responsibilities:**

It's more impressive to say that you "increased web traffic by 25%" instead of "responsible for increasing web traffic".

- ★ **Bullet Points – white space is your friend:**

Help draw reader's eye to important information

- ★ **Begin every bullet point with an action word/term:**

Action sentences



Explain Gaps in Experience

- ★ **Chronological or separate into sections:**

Related Experience, Additional Experience, Additional Work History

<https://www.indeed.com/career-advice/resumes-cover-letters/employment-gaps-on-resume>



Education Section

- ★ **Include Institution Attended and Diploma/Certificate Earned & Graduation Year**
- ★ **If you did not attend college, always include high school diploma or GED**
- ★ **If you attended some college but did not complete a degree – INCLUDE Higher Education**
 - **University of Alabama | Birmingham, Alabama**
Completed Coursework: Calculus, Accounting for Nonprofits, Finance 101 & 102
 - **Buckington College, 2011–2013 | Toros, Georgia**
Completed 32 credits, including 16 credits in administration.
- ★ **If you have taken additional coursework that is relevant to the field or job position**
include
 - ★ **Certificates, Online Courses, Etc.**





EDUCATION

EXPERIENCE

vs.

IN THE STARTUP COMMUNITY

Where Does LEARN academy Go?



LEARN Academy - Full Stack Web Development Student

San Diego, CA

07/2018 - 11/2018

- Experienced over 480 hours of direct coding experience constructing code individually, pair programming or mob programming
- Gained working proficiency of Javascript and Ruby and created full-stack programs implementing Test Driven Development

Web Developer in-Training, LEARN Academy
San Diego, CA June 2019-present

- Completed 480 + hours of direct coding experience in an intensive web development bootcamp
- Gained proficiency in building JavaScript, Ruby, and React applications
- Practiced test-driven development to produce full-stack Ruby on Rails applications complete with databases
- Utilized effective communication and cooperation through pair and mob programming projects with teammates
- TA - Jumpstart Weekend for group of prospective LEARN students, focused around HTML, CSS, and fundamental JavaScript

Full Stack Developer

[Learn Academy](#)

02/2019 San Diego

A Full Stack Bootcamp with a passion of preparing students for real-life aspects of a job in web development.

- Conceptualized, implemented, and tested web applications using various languages and frameworks.
- Participated in whiteboarding and code-review.
- Effectively operated in an AGILE software environment team.



Where your resume might be

Nicolas Last Junior Full Stack Developer

I am a Junior Full-Stack Developer out of San Diego. I jumped into the tech field right out of highschool and am driven by my passion for creating things from scratch and learning new skills. I am super excited to advance in this field and learn as much as I possibly can.

TECHNICAL SKILLS

Languages: JavaScript, Ruby, HTML, CSS

Skills and Tools: React, Yarn, Ruby on Rails, PostgreSQL, Git, GitHub

Soft Skills: Professionalism, hardworking, focused, driven and passionate, good team worker, good communicator, great multitasker, good under stress, very flexible

EXPERIENCE

Tabu Sushi Bar and Grill | 2020-Current | 9343 Mission Gorge Road, Santee, CA 92071

- Busboy, Dishwasher, Server, and Cook
- Have experience using a POS system, handling stressful environments in the kitchen, keeping a clean and orderly station, and being flexible in changing positions to accommodate what the restaurant needs at the moment.

EDUCATION

Santana High School - Santee, CA - 2017-2021

LEARN Academy Jumpstart - San Diego, CA - 2022

- A 3 day bootcamp where I learned the basics of HTML, CSS, and JavaScript

LEARN Academy - San Diego, CA - 2022

- A 4 month intensive coding bootcamp with over 640 hours of coding curriculum



Where it can get to

Nicolas Last

Junior Full Stack Software Engineer

glas-last • github.com/niclast7611

Motivated and creative software engineer with experience in front and back end development. Familiar with the project management and development life cycle. Highly adaptable and trainable, with proven experience adjusting to the needs of a team.

SKILLS & OTHER

Languages: HTML, CSS, Tailwind, Javascript, Next.js, React, Redux, React on Rails, Ruby, Ruby on Rails, PHP, Laravel

Testing: RSpec, Jest, Enzyme, PHP Unit Tests

Technologies: Devise, Postman, PGAdmin, PostgreSQL, Version Control/Git, GitHub, MaterialUI, Maria.DB, DBeaver, MySQL, Shopify, GraphQL

WORK EXPERIENCE

Software Engineering Intern

August 2022 – Present

Ripe Metrics, San Diego, CA

- Contributed to a headless Shopify e-commerce storefront, using Next.js and Shopify backend API for use in internal testing of CRM software.
- Created increment counter widget for use in Shopify e-commerce storefront, using React and Redux.
- Implemented OpenWeatherMap API into an internal project, optimizing search functionality for location by city and state.
- Developed a To-Do application using React, PHP, and Laravel with full create/read/update/delete functionality.

Full-Stack Junior Developer Student

May 2022 – August 2022

LEARN Academy - Remote

- Completed 640 hours of coding experience, constructing projects and applications individually, or through paired or mob programming.
- Designed, tested, and deployed a full-stack mental health web application as the final capstone project utilizing the Type.fit API.
- Gained experience in multiple front and back-end languages and frameworks to create full-stack applications and implemented Test Driven Development.

Team Lead

January 2020 – Present

Tabu Sushi Bar and Grill, Santee, CA

- Managed the operations of a successful restaurant team, assigning coverage areas, overseeing duty completion, and optimizing efficiency in the dining room and kitchen.
- Trained 5 new employees in restaurant cleanliness standards, front and back of house operations, and utilization of the POS system.

PROJECTS

BrightMind

Private journaling and mood tracking app.
React on Rails, Chart.js, Type.fit API

UrbanUI

Headless e-commerce store for houseplants
Next.js, Shopify API, Tailwind

EDUCATION

Santana High School, Santee, CA

High School Diploma – 3.9 GPA



Where your resume might be

PROFESSIONAL EXPERIENCE

Learn Academy – San Diego, CA 11/2021 – 4/2022
Junior Full Stack Developer

- Completed over 480 hours of direct coding experience constructing code individually, pair programming or mob programming.
- Gained working proficiency of JavaScript and Ruby, creating full-stack programs implementing Test Driven Development

Defense Logistics Agency - San Diego, CA 06/2019 – 10/2021
Management Analyst / Training Coordinator

- Oversaw all aspects of training requirements for 200 contractors and 47 government employees via the Learning Management System (LMS) software application, scattered across 3 DLA Distribution sites.
- Coordinated, scheduled, tracked, and monitored all onsite instructions, and Video Teleconference (VTC), leading to a 100% completion rate for all students.
- Utilized *Defense Civilian Personnel Data System* (DCPDS) to initiate and submit a myriad of personnel actions requests such as recruitments, resignations, promotions, classifications, and reassignments.
- Headed the command's Government Purchase Card (GPC) program, serving as point of contact for senior leadership and providing advice on GPC proper use, approval process and budget. Oversaw account delinquencies and improper purchases.

HUMAN RESOURCES COMMAND – FORT KNOX, KY 08/2018 – 06/2019
Human Resources Specialist

- Technical advisor and Subject Matter Expert to the division chief on matters pertaining to the assignment, reassignment, and management of Soldier's with compassionate and other compelling reason for special reassessments.
- Oversaw military personnel actions and reassignment and examples of personnel action programs include but are not limited to: Return of Felon, Expedited Transfer of Sexual Assault Victims, Threat to Life, Return to Duty, Medically Based request, Continue on Active Duty (COAD), HIV, Soldier Actions; Deletions, Deferments, Curtailments/Attachments, Soldier Programs; Sole Surviving Son or Daughter, Hostile Fire Area Exemption, Death of a Spouse Stabilization, Exceptional Family Member Program/Stabilization, Personal Security, Medical assignment/coordination and Congressional Inquiries.
- Drafted brief synopsis of all compassionate cases and forward them to all decision makers and stakeholder with recommendations for review and adjudication, ensuring accuracy of spelling, grammar, punctuation, and

form.
• Draft correspondence detailing final decision to concerned individual, keeping parties informed throughout the package approval/disapproval progress of their request; ensures follow-up services are provided.

MARINE CORPS RECRUIT DEPOT – San Diego, CA 04/2018 – 04/2018

Human Resources Assistant

- Aided administrative support and information to the active-duty service members, and civilian personnel assigned to Marine Corps Recruit Depot, San Diego, CA.
- Directed and monitored personnel actions such as retirements, voluntary/involuntary separations, medical and administrative discharges, and transfer of eligible personnel into the Individual Ready Reserve (IRR); conducted timely and accurate updates of service records.
- Prepared audits and reconciliation of personnel data reports and rosters obtained from the Marine Corps Total Force System (MCTFS).
- Prepared and generated Military Pay Orders via Document Tracking Management System (DTMS) prepare DD 214/215, Military pay orders (NAVMC 11116), travel orders, and other documents required for separation; created discharge certificates and letters of appreciation for separating service members.
- Drafted briefs, replies and reports for distribution and recommend action for all decision makers and stakeholders. Maintain suspense records on all correspondence and action documents, ensuring accuracy of spelling, grammar, punctuation, and form. Perform a variety of clerical duties, monitoring and controlling all received telephone calls and visitors, reviewing, and analyzing incoming/outgoing correspondence for clarity and determining appropriateness accuracy of information provided, as well as ensuring the view of the supervisor is clearly depicted in accordance with Marine Corps policy and regulation.

UNITED STATES ARMY – Various Locations 09/1991 – 01/2017
Operations Manager

- Served as acting senior leader to direct the daily activities and operations of more than 80 personnel across 2 departments.
- Supported the dissemination of 26 pieces of new equipment valued at more than \$22M with no incidents of



Where it can get to

Michael Scalise

CAREER OBJECTIVE

Adaptable problem-solving-oriented data analytics professional seeking to transition into a software development role as a Developer at your company. I bring a strong background and experience in business operations, communicating with internal and external stakeholders, a personal commitment to self-improvement, and a lifelong love of learning.

EXPERIENCE

LEARN Academy

Full Stack Web Developer In Training

REMOTE

Feb 2022 - Present

- Completed over 640 hours of coding curriculum in a bootcamp environment featuring three months of full-time coding education followed by a one-month remote internship placement
- Attained proficiency in coding languages including JavaScript, Ruby, HTML, CSS, React, Ruby on Rails and PostgreSQL
- Mastered curriculum covering both front and back-end web development with an emphasis on test driven development

CLEVELAND, OH

ABM Industries

Senior Data Analyst - Labor Relations Audit Manager

Nov 2020 - Nov 2021

- Managed several audits conducted on behalf of union benefit funds located in the Midwest, including responding to requests for data, data validation, and audit findings
- Engineered and implemented internal audit controls and reporting to ensure compliance with the company's CBAs
- Achieved: Lead the response to an external audit finding of a \$5.2 million dollar shortfall which resulted in a reduction of 95% of the initial finding with a settlement payment totaling \$350,000

CLEVELAND, OH

Senior Data Analyst - Labor Relations Benefits Manager

Nov 2019 - Nov 2020

- Oversaw a team of four employees who processed all union related benefits payments for the Midwest region totaling \$60 million per year
- Orchestrated the transition of union benefits processing from various field offices to the new union benefits team
- Developed HRIS analytics tools, mentored, and trained team members in the use of these tools and their job duties

CLEVELAND, OH

Senior Data Analyst - Wage and Entitlement Team Lead

Jun 2018 - Nov 2019

- Lead a team of seven on an enterprise-level system project which worked to create software to centralize and automate union benefits and wage processing for a new business unit within ABM Industries after the purchase of GCA by ABM
- Served as the primary point person for the external developers, worked to define the parameters and create the template for the new system so that the terms of 280 union contracts affecting 46,000+ employees could be standardized
- Created a new HRIS coding system to translate between legacy GCA (ADP) and ABM (JDE) systems and conducted data validation audits to ensure system integrity

CLEVELAND, OH

GCA Services Group

Feb 2016 - Jun 2018

- Implemented, maintained and over 100 SQL reports in the HRIS system to ensure compliance with 52 collective bargaining agreements covering over 4,800 employees across 20 states
- Developed subject matter expertise on wage and benefits CBA compliance, the company's payroll, timekeeping, and HRIS systems
- Implemented testing to automate quality assurance for the data in the HRIS database
- Communicated with internal stakeholders at all levels to advise and solve union benefit and pay issues

CLEVELAND, OH

Lingle Legal Services

Feb 2015 - Feb 2016

Business Manager

- Managed all of the business and administrative functions for a private legal practice including billing, accounting, and preparing legal documents

CLEVELAND, OH

Cuyahoga County Prosecutor's Office

Jun 2011 - Feb 2015

Intake Officer

- Prepared legal motions and pleadings for team of nineteen attorneys
- Maintained and managed process for over 1,500 genetic test requests and results for Cuyahoga County Juvenile Court

CLEVELAND, OH

US Army - 82nd Airborne Division

Bailey, IRAQ
Jan 2006 - Feb 2008

Combat Medic

- Awarded the Combat Medical Badge for providing medical care while under fire, as well as two Army Commendation Medals and two Army Achievement Medals for meritorious service
- Received an Honorable Discharge in February, 2008

20129 Scottsdale Boulevard Shaker Heights, OH, 44122 (614) 506-2332 scalisema@gmail.com

EDUCATION

LEARN ACADEMY

Full Stack Web Development Bootcamp Certificate (May 2022)

CLEVELAND STATE UNIVERSITY

Master of Business Administration (M.B.A.) Operations and Supply Chain Management (Dec 2014)

MIAMI UNIVERSITY

Bachelor of Arts (B.A.) Political Science (May 2010)

TECHNOLOGY STACK

•Ruby •Ruby on Rails •PostgresSQL •React •Javascript •Jest •RSpec •GitHub •HTML •CSS

SKILLS

•Microsoft Excel •Project Management •HRIS •ADP Vantage •EPay •JD Edwards •Oracle HCM •Microsoft Teams •Zoom •Problem Solving •Adaptability •Accounting •Verbal & Written Communication •Microsoft Access •Agile Project Management •Data Analysis •People Management •Remote Employment Skills •Reporting •Data Analytics •Database Management •Internal Audit



CONTRIBUTION STATEMENT

ACTION

(X)(Y)(Z)

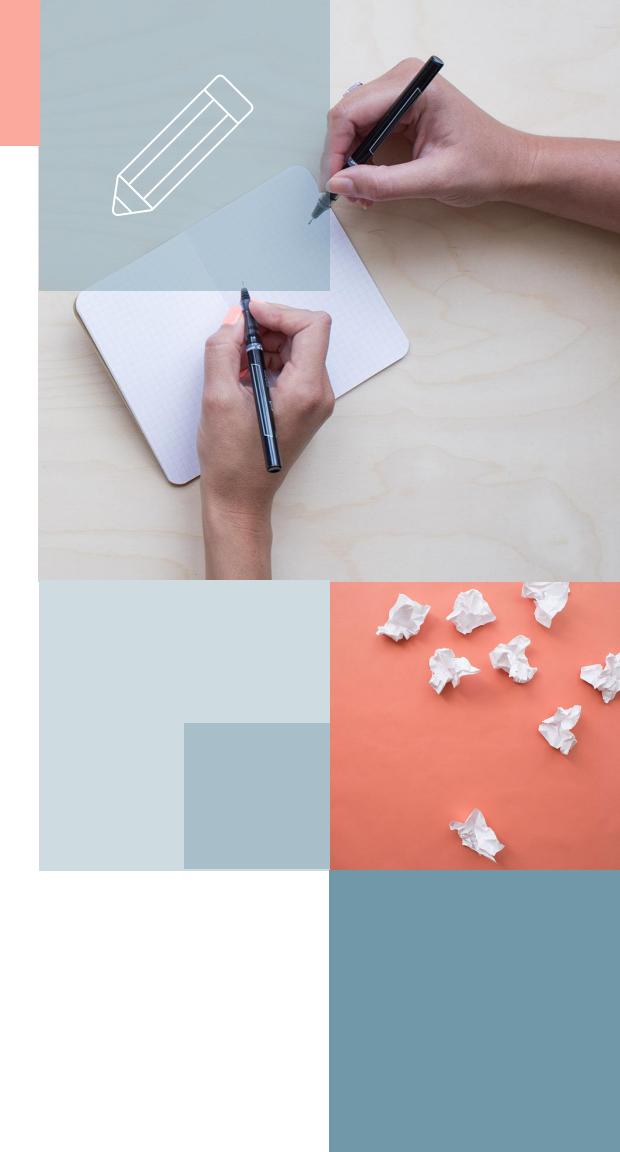
RELEVANT TOPIC

Initiated (X) a new product launch process (Y) that decreased time to market by 75% (Z).

KEY METRIC

BENEFIT

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>



What Accomplishments Are Best & How to Document Them?

A record of worthy accomplishment is a bit like a well structured novel: there should be some instigating drama, some ensuing action, and some change as a result. If you're stuck for things to note of how to note them, try the Challenge-Action-Result formula:

Think of a challenge that needed to be resolved.

What obstacles did you have to overcome to resolve it?

List the steps you took to resolve the challenge one-by-one.

What happened as a result of your actions?

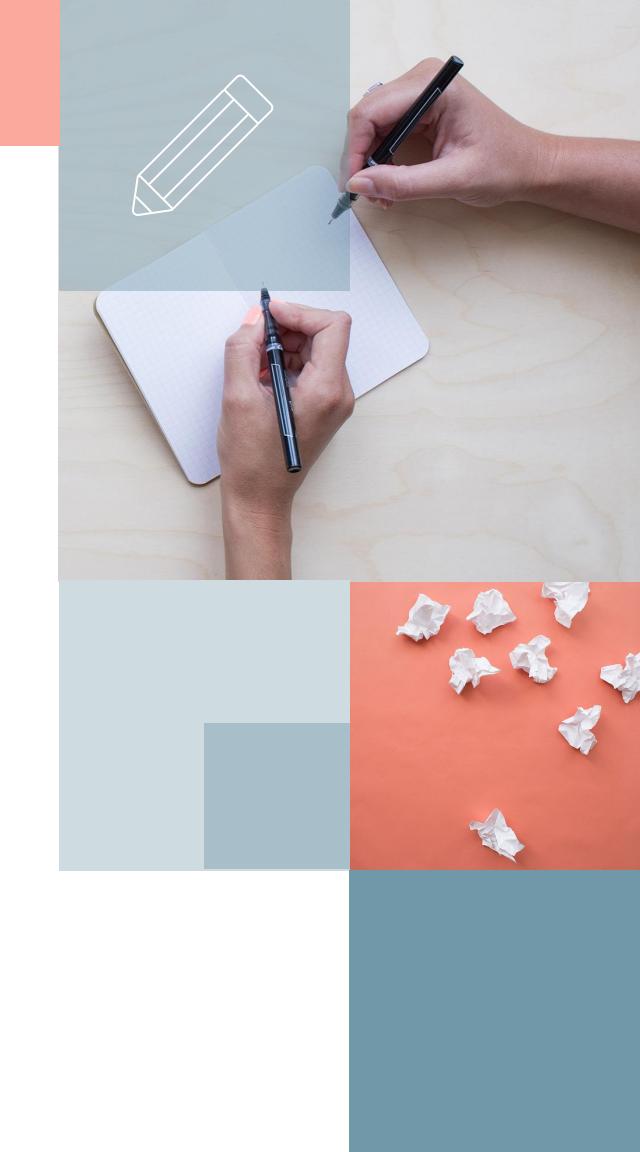


Achievements & Skills Activity

1. List out your most recent employment experience, up to 3 of your past employers.

2. For each position, list your proudest accomplishment in that role.

3. Next, list 3 skills of yours that you used or gained in that position to achieve that accomplishment.



<https://www.onetonline.org/>

WORK BREAK:

Experience & Education Work

Session (30 mins)

