First M. Last

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EXPERIENCE

2016-Present **RESUME WORDED & CO.**   San Francisco, CA
Head of Business Development and Operations
- Managed cross-functional team of 10 in 3 locations (London, Mumbai and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
- Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
- Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
- Organized and advertised quarterly networking events with 500+ participants in six cities across California
- Notes: Your most recent experience should have the most detail; though avoid using more than 6 bullet points per experience…

2012-2014 **INSTAMAKE**   Beijing, China
Product Manager (2013-2014)
- Notes: If you have accomplished a lot at one company and have more than 6 bullets, split them up into two different job titles at the same company, like in this example
- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
- Promoted within 12 months due to strong performance and organizational impact (one year ahead of schedule)
- Identified steps to reduce return rates by 10% resulting in an eventual $75k cost savings

Business Analyst (2012)
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
- Decreased uninstallation rate by 40% by introducing an interactive tutorial at app launch

2012-2014 **RESUME WORDED & CO.**   San Francisco, CA
Technical Analyst
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media

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EDUCATION

2014-2016 **RESUME WORDED BUSINESS SCHOOL**   New York, NY
Master of Business Administration Candidate; Major in Business Analytics
- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
- Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

2007-2011 **RESUME WORDED UNIVERSITY**   San Francisco, CA
Bachelor of Engineering, Major in Computer Science; Minors in Consumer Psychology and Mathematics
- Note: Your education section can be much shorter than this; only add bullet points to your education if they add value to your overall experience; prioritize accomplishments in your work experience

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OTHER

- Languages: Spanish (native), Chinese (intermediate)
- Technical Skills: Python, MATLAB, Excel, enter keywords as they appear in the job description
- Certifications: CFA Level 2 (August 2016), ABC Certification, [other certification required in job description]
- Volunteering: Volunteered 20 hours/month at Alzheimer's Foundation (2012-2014)