

R-Ladies Boston: CV Workshop

Tidy Your Career Information

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Workshop goals

Just Write It Down!

Introduce New Tools

Repurpose Old Tools

Don't Overshare — Shine!

What this workshop is not about

Where to find your dream job*

Getting the skills for your dream job

Networking

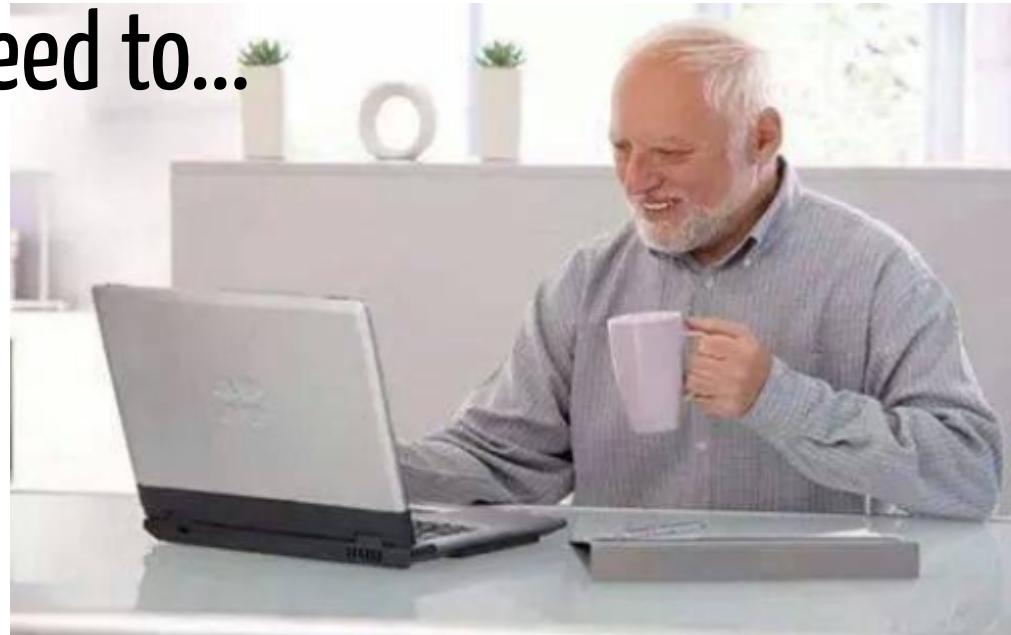
Negotiating terms

Discussing your CV specifics

[*] Job hunting is a horrible process — it's not you!

Imagine that you need to...

- submit an updated CV for a job application as a pdf
- enter your CV into a horrible custom web form
- post your CV on your website
- remember what you did Summer of 2009



What does that feel like?



Image credit: [Wikimedia Commons](#)

Just Write It Down!

What's better than a perfect CV?

a **DONE** cv

CV Basics, *Just the facts, ma'am*

The **most** important thing is to be able to find it

Raw CV info isn't something special, but you need to mark it for **future you** to be able to sort through your 50K emails

Quickstart guide

- Open your email
- Start a new message
- Address it to your ~~self~~ *future* self
- Put "Raw CV info" in your subject
- Write some tidbit of career information in the body
- Send it

CONGRATULATIONS

CV Basics, Core Features

Truthful

Accurate

Current

CV Basics, Terminology

Resume or Résumé

- Fancy French word for 'summary'
- In American English both spellings are acceptable
- And yes the word resume (**meaning to restart or to continue**) is spelled the same but said differently
- Generally, a short form tailored for the current position of interest

CV Basics, Terminology

Curriculum Vitae aka *CV*

- Fancy Latin for 'course of life'
- Generally, a painfully exhaustive and long form

CV Basics, Terminology

And that's only half of it!

- The use of these terms differs in different English speaking locales!

Which one to use??

It, of course, depends...

CV Basics, Know thine enemy...

Some positions just say "attach a resume"

Many academic positions want a CV

And of course some positions demand some horrible custom form

Introduce New Tools

Making a CV or Resume in R

Packages of interest:

```
devtools::install_github("nstrayer/datadrivencv")
```

```
install.packages("pagedown")
```

```
install.packages("vitaе")
```

```
install.packages("stevetemplates")
```

```
devtools::install_github("jaredlander/resumer")
```

More general packages to know

```
install.packages("rmarkdown")
```

```
install.packages("googlesheets4")
```

Repurpose Old Tools

My Example Workflow and CV

Let's take a look at where I was a few weeks ago and where I am now

- Information everywhere **and** nowhere
- Every CV was a three part problem
 - Find all my information
 - Decide what to include
 - Format it
- Disappointing results — I'm not a designer!
- Not leveraging my past efforts

It is important to remember the best process is the process that works well (*or at least good enough*) for you!

Career Information
School Physician with NYC Department of Health August 2017 – March 2018
Patient care with Kaiser Permanente Medical Group from October 2016 – June 2017
Residues, Florida

Education and Training
University of California, Berkeley from July 2011 – May 2016
Master of Public Health in the Interdisciplinary Program

Kaiser Permanente, Oakland, CA from June 2012 – June 2013
Pediatrics Residency

University of Iowa Carver College of Medicine from August 2008 – May 2012
Bachelor of Medicine, Teaching Distinction Track

Iowa State University from August 2004 – May 2008
Bachelor of Science in Biochemistry, Summa Cum Laude
Minors in Mathematics, German, and Russian Studies

Certifications
American Board of Pediatrics Certified in October 2013
New York Medical License valid through April 2019
California Medical License, retired status, valid through February 2010

Affiliated Projects
Chemotherapy Collaborative: attended monthly conferences with oncology multidisciplinary team; updated resident physicians on oncology specific new case guidelines, created and shared oncology specific admissions and discharge orders—Spring 2013 through Spring 2015
Quality improvement projects.

MaraAlexeev_CV_2018112...

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American Board of Pediatrics Certified in October 2013
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California Medical License, retired status, valid through February 2010

Affiliated Projects
Chemotherapy Collaborative: attended monthly conferences with oncology multidisciplinary team; updated resident physicians on oncology specific new case guidelines, created and shared oncology specific admissions and discharge orders—Spring 2013 through Spring 2015
Quality improvement projects.

MaraAlexeev_CV_20181126

Career Information
School Physician with NYC Department of Health August 2017 – March 2018
Patient care with Kaiser Permanente Medical Group from October 2016 – June 2017
Residues, Florida

Education and Training
University of California, Berkeley from July 2011 – May 2016
Master of Public Health in the Interdisciplinary Program

Kaiser Permanente, Oakland, CA from June 2012 – June 2013
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Iowa State University from August 2004 – May 2008
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Minors in Mathematics, German, and Russian Studies

Certifications
American Board of Pediatrics Certified in October 2013
New York Medical License valid through April 2019
California Medical License, retired status, valid through February 2010

Affiliated Projects
Chemotherapy Collaborative: attended monthly conferences with oncology multidisciplinary team; updated resident physicians on oncology specific new case guidelines, created and shared oncology specific admissions and discharge orders—Spring 2013 through Spring 2015
Quality improvement projects.

MaraAlexeev_CV_20180725

Turbocharge my resume:

A person's health is dependent on the more than the medical care they receive. The job they have, where they live, their family and social support network, the health policies of their communities, and their education and literacy levels all play significant roles in what a person's overall well-being.

Having worked in clinical medicine, within a public health department, and in the private sector, I have seen how many health systems work—outwardly worlds—apart. When planning for a healthier society, it is key to understand these relationships and influences a patient's health and happiness, and to effectively utilize these relationships to bring a desired outcome to reality. My experience in public health and clinical medicine has helped me realize how fractured the relationship was between public health and clinical medicine. I consider the field is relatively small and well-connected community. I consider high-level societal issues such as climate change, food safety, and antibiotic resistance can only serve to unite us and how we are impacting the health outcomes of citizens.

During my MPH studies, I gained valuable skills in communication, epidemiology, and impact evaluation that are critical to our understanding of health policy and practice. My MPH studies completely changed the way I understood what it takes to improve community health. This project creates a policy grid—mapping the importance of technical problem, with supporting media materials, look back through the process in which each step was completed, and how it can be used to demonstrate our understanding of and commitment to public health, the public, and individual health.

RE_write_of_Cover_Letter

Turbocharge my resume:

I am an early career physician with a Master's in Public Health. I completed my pediatric residency at Kaiser Permanente Northern California, and then an academic position in New Haven, Connecticut, currently work as a clinical physician for the NYC Department of Health & Hospitals.

I have previously worked at Kaiser Permanente in the past few years, both of which are large health systems with a focus on quality of care and patient safety, as well as being involved with many non-profit methods, who have vastly different from one healthcare organization to the United States.

During residency, I had a clinic there hospitalization site at the Berkeley Public Health Division working directly with the Director and Health Officer. There I conducted my research in understanding and improving communication between community clinics or private sites and the Berkeley Public Health Division, and investigated the working relationships between the division and the city's clinical providers.

Since last year of residency, I took a special clinic privately facilitated by Southern California Kaiser Permanente and George Washington University that aim at my first formal introduction to health policy and advocacy. I initiated a MPH program at University of California, Berkeley which focused on becoming a leader in healthcare, providing medicine, research, and advocacy.

There extensive experience with public health research and focus on understanding of both the positive and the shortcomings of the system to provide population health benefits.

I am a former, and a now senior member of two medical literature and media analysis teams—recent roles include Berkeley City, Berkeley, the Food Corporation's "Antennaeous: Vehicle Technology: A Guide for Policy Makers." I love to make connections across disciplines, and I possess a flexible

rounding up MPH hand analysis courses, I took classes in medical and public health journalism, mass communication, and public health practice which exposed me to the process in which a complicated policy needs to be translated into an understandable and sustainable message to stakeholders, the public, and elected officials.

I have extensive experience with diverse health issues and have an understanding of both

MaraAlexeev_CL_20170310

The HORRORS of multiple verisons

Complied_CV_info

Current Position
Resident Physician with Kaiser Permanente Medical Group
Oakland, Florida

Education and Training
University of California, Berkeley from July 2010 – May 2014
Master of Public Health

Kaiser Permanente, Oakland, CA from July 2012 – June 2013
Pediatrics Residency

Iowa State University from August 2004 – May 2008
Bachelor of Science in Biochemistry
Summa Cum Laude

Minors in Mathematics, German, and Russian Studies

Certifications
American Board of Pediatrics Certified in October 2015
NYSL valid through May 2016
NYSL valid through May 2016
Academic Foundation/Career Care Support Course valid through May 2018
Health Medical License valid through January 2016
SDE Certified through June 2017

MaraAlexeev_CV_2017022...

MaraAlexeev_CV_2017121...

Hydrogen with Kaiser Permanente Medical Group
Oakland, Florida
Starting October 2015

Situations and Training
University of California, Berkeley from July 2010 – May 2014
Master of Public Health

Pediatric Residency, Salinas Valley Permanente, Salinas, CA from July 2013 – June 2015

University of Iowa Carver College of Medicine from August 2008 – May 2012
Bachelor of Medicine, Teaching Distinction Track

Iowa State University from August 2004 – May 2008
Bachelor of Science in Biochemistry
Summa Cum Laude

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California Medical License valid through February 2018
SDE Certified through June 2017

MaraAlexeevCV



Workflow First, Details Second

Workflow

My **absolute basic workflow**

- I send myself an email that has "Raw CV info" somewhere in it.

My **black tie workflow**

- I dump stuff in a googlesheet.

My **white tie workflow**

- I dump stuff in a googlesheet in a highly structured way!



Take a peak at my sheet

D	E	F	G		
Location the entry occurred	Primary institution affiliation for entry	Start date of entry (year)	End year of entry. Set to "current" if entry is still ongoing.		
loc	institution	start	end	descri	
or Society](https://	University of Iowa Carver College of Medicine	Iowa City, IA			
	Teaching Distinction Track University of Iowa	Iowa City, IA	2008	2012	
	Summa Cum Laude Iowa State University	Ames, IA	2004	2008	Minors Russia
	Interdisciplinary University of California, Berkeley	Berkeley, CA	2015	2016	
i hms harvard edu/	Harvard Medical School NLM Biomedical Informatics Research and Data Science Fellow Capstone Advisor Dr. Super Awesome Capstone Project: *A Super Simple Way				

Take a peak at my example CV

• Public Health

Impact Evaluation, Media Advocacy, Biostatistics, Health Policy, Public Health Journalism

• Clinical Informatics

HICs, ICD-10, LOINC, SNOMED CT, Clinical pathways

• Special Medical Knowledge

Pediatric Oncology, Diabetes Mellitus I, School Health

• Software

R, SQL, Git, Spreadsheets, Figma

• R Packages

tidyverse — especially *ggplot2*, Rmarkdown, bookdown, blogdown, Shiny

• Currently Learning

xgboost, randomForest, text2vec, tidytext

• Databases

BCH360, wikidata, NHANES, NEISS, SEER, BRFSS

• Random

Autonomous vehicles, Entomology



EDUCATION

Current

• Master of Biomedical Informatics



[Download a PDF of this CV](#)

CONTACT

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maraalexeev.com

[maraalexeev](#)

LANGUAGE SKILLS

Spreadsheets

R

SQL

Python

Bash

English

27 / 38

Russian

Don't Overshare — Shine

Shine

Focus on skills

Make it loud and proud...and put it on top

Say more, by saying less

Shine

Have a good example to use for skill or accomplishment on your CV

Be able to send a *good enough* CV to someone in a few minutes

Proofreading and revising

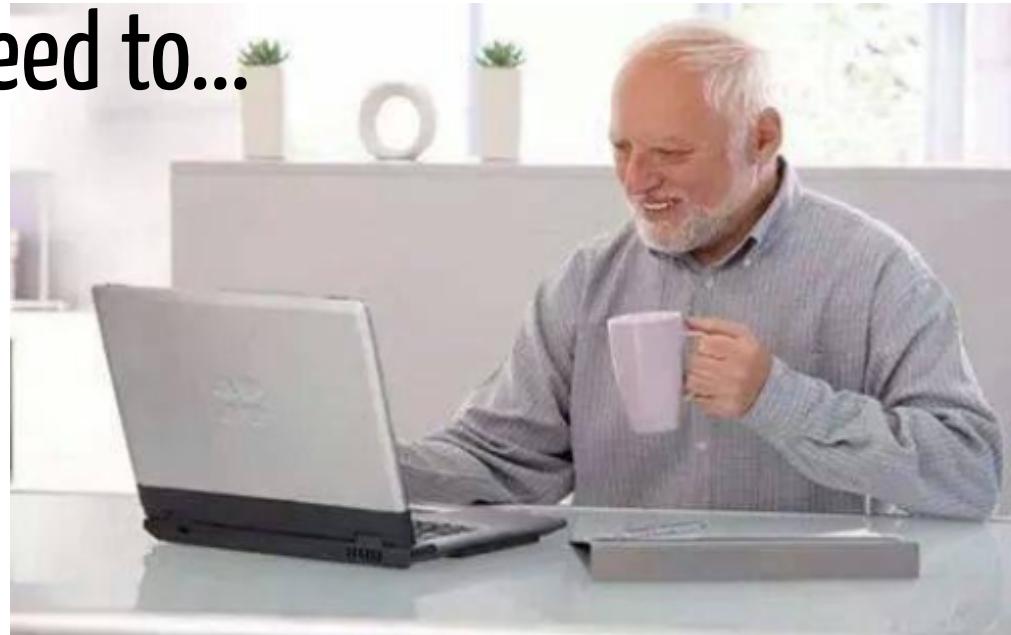
A huge benefit of reusing past work is refining it!

Put it away and see it with fresh eyes

CV pipeline is like reusing good, well written code

Imagine that you need to...

- submit an updated CV for a job application as a pdf
- enter your CV into a horrible custom web form
- post your CV on your website
- remember what you did Summer of 2009



What does that feel like?



My next steps

Work on a custom look

- might have to learn some CSS

Make some additional templates

- A pretty cover letter template
- "From the desk of" template

Learn a bit more about hiring laws/policies

Figure out some private stuff with `googlesheets4` and **Github**

Things I learned

The dreaded, the encoding error...twice

```
usethis::edit_r_profile()
```

xaringan

- Example of done is done

Brave enough to start responding to issues on **Github**

Though not brave enough yet for **StackOverflow**

Stealing scripts

Reading package code

Questions?

Thanks!

Reach out!

Twitter @MaraAlexeev

Gmail mara dot alexeev at gmail dot com

Slides created via the R package **xaringan**.