

STUDENT RESUME CHEAT SHEET

Quick tweaks to increase your interview rate

DANY STORMBORN

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QUALITY ENGINEER, HONORS STUDENT

- Utilizes research, analysis, and problem solving abilities to develop optimal solutions and improve processes -

- **Workflow Improvement:** Reduced system energy costs by 8% and improved impeller RPM speed by over 30% by leading a 3-member intern team to optimize plant condensate recovery system at Khal Moro.
- **Problem Identification & Rectification:** Analyzed and solved recurring phosphate concentration problem in the steam drum equipment at Meereen Fertilizers Ltd after conducting root cause analysis.
- **Analysis & Testing:** Tested and analyzed raw materials to finished products by using anti-wrinkle and de-sizing agents and by testing multiple parameters including viscosity and light diffraction.

Process Improvement	Equipment Troubleshooting	MATLAB, Polymath, PRO/II, C++
Root Cause Analysis	Quality Analysis	AutoCAD, COMSOL, UniSIM
Chemical Analysis Testing	Safety Protocol Compliance	DMAIC Six Sigma Methodology

EDUCATION

BS, Biomolecular Engineering | GPA 3.75 University of Pentos, Essos Jun 2015

- **Courses:** Technology Management & Economics, CAD & Analysis, Chemical & Biomolecular Lab, Process Economics & Analysis, Process Dynamics & Control, Chemical Reaction Engineering, Separation Processes, Thermodynamics, Cryogenics.

EXPERIENCE

Operations Engineer Intern (Menlo Park, CA) at Meereen Fertilizers Ltd. 01/2014 - 10.2014

Assisted engineers in leveraging technology to design and develop biochemical prototypes at a mid-sized manufacturing company.

- Offered position in Graduate Trainee program after presenting recommendations to 3 plant managers.
- **Root Cause Analysis:** Resolved a recurring phosphate concentration problem in the steam drum equipment.
- **Process Improvement:** Augmented production process by 5% by conducting root cause analysis. Developed customized troubleshooting solution for senior teams and engineering staff.

Production Engineering School Project (Menlo Park, CA) 01/2013 – 06/2013

Ensured high product quality by conducting rigorous chemical testing at a local laboratory in collaboration with chemical engineers.

- **Quality Analysis:** Set testing guidelines for new products by analyzing chemicals from raw materials to finished products. Tested multiple parameters including viscosity, light diffraction, solid-liquid content, etc.
- **Initiative:** Established strong market presence by analyzing competitors to ensure our product was up to standard.

Customer Service Representative (Corona, CA) at University of Pentos 2015

Provided exceptional customer service, ensuring smooth operations. Led projects at an educational institute with 10,000+ students.

- **Integrity:** Responsible for cash handling (up to \$3K) while maintaining extra-sensitive customer service at formal events.
- **Customer Service:** Worked with customers respectfully; made suggestions, coordinated with supervisors, maintained customer databases, and handled tough customers politely. Ensured all customers were taken care in a timely fashion.

COMMUNITY INVOLVEMENT

- Coordinated fire performances at multiple events, collaborating with multiple chapters as **Music Chair** of MSA.
- Led volunteers through recreational activities for local orphanage as **Community Outreach Chair** of LSA.
- Won several sponsorships for a local orphanage by **networking** strategically with small businesses.

In your resume, do not...

- Use vague self-descriptors like “problem-solver.”
- Lie.
- Be redundant.
- Use a “self-centered” objective.
- Write large blocks of text or long, convoluted sentences.
- Make grammatical mistakes.
- Cut off your earlier career experience.
- Use graphs, multiple fonts, tables, columns, or the header section of Microsoft Word unless you’re 100% certain your resume will not be uploaded to an Applicant Tracking System.
- Write your career objective.
- Forget to bring a couple copies of your resume with you to interviews.

Need resume help?

Visit us at CareerTuners.com.

**Powerful & “Unselfish”
Branding Statement**

**Major & Relevant
Strengths**
Follow each strength
up with proof.

Summary Section
This includes keywords,
which are important for
ranking in Applicant
Tracking Systems and
job boards like Monster
and LinkedIn.

Skills Section
Easy-to-edit skills section
makes tailoring the
resume for different job
listings effortless.

Keyword-Rich Courses

**Result-Focused,
Measurable
Accomplishments**
Give your bullets context
by describing the
challenge you overcame.

**Keyword-Rich School
Project**
This helps make up for a
lack of formal
experience.

Bold Subheadings
Draw readers’ eyes to
your key hard skills.

**Result-Focused
Extracurricular
Activities**