



Creating and Updating Your Resume Part III

Creating and Updating Your Resume Series

Part I:

- Getting started
- Considerations before writing resumes
- Resume formats

Part II:

Resume sections:

- Header
- Opening and summary
- Experience
PAR statements

Part III:

- Resume sections continued
 - Education
 - Additional information
- Resume tips

A person wearing a dark suit and a light blue shirt is pointing their right index finger at a resume on a light-colored wooden table. The resume is titled 'RESUME' in large, bold, black letters. Below the title, there are sections for 'PROFILE', 'EDUCATION', and 'EMPLOYMENT HISTORY', each followed by placeholder text. The background is slightly blurred, showing the person's arm and the table surface.

Part III: Resume Sections Continued and Resume Tips

RESUME

PROFILE

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EDUCATION

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EMPLOYMENT HISTORY

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Resume: Education

NAME	
CITY, STATE/REGION LINKEDIN URL	PHONE: (123) 555-5555 EMAIL: EMAIL@EXAMPLE.COM
ANALYTICS LEADER An analytics leader with demonstrated success partnering cross functionality.	
Analytical Programs: SQL, R, SPSS, Adobe Analytics, Tableau, SAS Enterprise Miner	
Hands-on experience with: Exploratory Data Analysis, Time Series Analysis, Forecasting, Cluster Analysis, Segmentation, Regression Analysis, Neural Network Models, Decision Trees, Text Analysis (using Python), Full Factorial Multivariate Testing, A/B Testing, Pre/Post Analysis, Survival Analysis	
PROFESSIONAL EXPERIENCE	
Organization, City, State/Region	MM/YYYY
Title Recruited and managed team of analysts delivering actionable insights to optimize the site experience and conversion. <ul style="list-style-type: none">Owner of Global Testing Governance, proactively identified interactions between tests across teams before launch	
	MM/YYYY
Title Promoted into role. Managed global data team (based in London). <ul style="list-style-type: none">Increased operational efficiency by 50% by identifying new opportunities to create self-service tools for the marketing team, data aggregation in SQL, weekly dashboard delivery and analysisHired and trained 60 analysts on how to perform Regression Analysis and Full Factorial MVT test analysis	
Organization, City, State/Region	MM/YYYY
Title <ul style="list-style-type: none">Managed global data team (based in London)Increased operational efficiency by 50% by identifyingCreated actionable behavioral segmentation of the digital customer base using Cluster AnalysisEvaluated opportunities for testing	
Organization, City, State/Region	MM/YYYY
Title <ul style="list-style-type: none">Delivered market research, segmentations, research posters, and communication campaigns designed to support managed care organizations (MCO's), pharmacy benefit managers, and disease management (DM) clientsBuilt Neural Network models to forecast hourly electric loadDeveloped numerous Econometric Time Series Analysis models and forecasts for load and capacity planning and for submission to the DPU	
EDUCATION	
Thayer School of Engineering at Dartmouth Professional Certificate in Applied Data Science	12/2020
University/Collge, City, State/Region Degree and Major	MM/YYYY
MEMBERSHIPS	
Data Science Council of America (DASCA), member since 2019	
INFORMS, member since 2020	

Education details for each achievement:

- Name of degree and/or professional certificate
- Name of school
- Dates (required for technical certificates)
- Optional information
 - Awards, scholarships, honors
 - Location of school

Resume: Additional Information

- Memberships: professional associations and organizations
- Volunteer and community involvement
- Awards

Resume Tips

- Take your time.
 - Resumes are an iterative process.
 - Ensure your resume is error-free.
 - Get feedback on your resume.
- Focus on **impact** and any business problem you solved.
- Be able to explain everything on your resume.



Thank you