

First Last

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EXPERIENCE

Resume Worded & Co.

Oct 2017 – Present

Financial Data Analyst, Business Development & Operations

San Francisco, CA

- Managed cross-functional team of 10 in 3 locations (Palo Alto, Austin 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%
- Achieved \$200K reduction in department overspend by establishing ROI metrics and budget controls to improve prioritisation of the \$4MM department budget
- Notes: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience; if you have accomplished a lot at one company and have more than 6 bullets, split them up into 2 or more job titles at the same company.

Instamake

Jun 2015 – Oct 2017

Associate Product Manager

San Francisco, CA

- 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 (1 year ahead of schedule)
- Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings

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Jun 2011 – May 2013

Associate Product Manager

Austin, TX

- 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
- Drove redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

EDUCATION

Resume Worded Business School

May 2015

Master of Business Administration Candidate; Major in Business Analytics

Austin, TX

- 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)

Resume Worded University

May 2011

Master of Business Administration Candidate; Major in Business Analytics

San Francisco, CA

- 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

OTHER

- **Technical Skills:** R, Visual Basic, Microsoft SQL Server, Tableau, SQL, Financial Modeling, Python
- **Certifications & Training:** Certified Scrum Master, Passed Resume Worded examinations
- **Languages:** English (native), Spanish (fluent), Chinese (intermediate)