**Resume guidelines**

Create one master resume with all details, as exhaustive as possible. For submitting to client, use the master resume & only keep relevant details. Customize the resume as per the client needs.

**Basic guidelines**

1. Resume should contain 1 summary page, and detailed pages on project can be added in subsequent pages
2. Same font size throughout the page except the title
3. Same font style
4. Use less boarders – use as much space of the page as possible
5. Bold key words which convey key messages
6. Use standard English terms, used across industry. Grammar/spelling check.
7. All key inputs should be available, don’t write NA or leave anything blank
8. Be consistent in writing dates, role
9. Follow chronological order in roles, project, education
10. All details in the resume should have relevance to the client, if the projects done are not as per client need, then the experience summary should show key impact & efforts put by the associate
11. Don’t just use words like large, multiple, etc. – please quantify or give examples
12. Finally submit resume in PDF format

**Content guidelines**

1. Summary page should contain following elements:
   1. **Summary:** Crisp; should not contain more than 5 lines. It should highlight total experience, basic idea of number of projects or accounts, diverse topics or geographies & core experience or expertise
   2. **Title:** Name should be bold & highlighted; Include - Current role or designation, email ID, location, phone, Linkedin link, Photo
   3. **Education:** Include only engineering & above degree (not class 12th)
   4. **Role history:** Key roles played across different projects, including internal projects with month, year & duration
   5. **Core Skills:** Categorize skills in different buckets which is easier to read. Do not include common skills like MS Excel, team player, good communication, etc. Categorize should be changed based on the type of role & client expectation.
   6. **Expertise:** 2-3 key expertise areas, should be in line with client expectation
   7. **Awards & certifications:** Only keep relevant ones, (Awards & certifications in class 12 might not be relevant)
   8. **Experience summary:** Provide project highlights in one line with role & timeline. Provide 2-3 sub-bullet points per project, highlighting key accomplishments, using technologies/skills and challenges overcome. Don’t use generic statements like “Resolved bugs, run test cases, collaborated with team members, etc.
2. Professional experience section should be detailed but limited to key projects. Guidelines:
   1. Limit to 3-5 key projects which are directly relevant to accounts
   2. Top 1-2 projects should be main projects that we want to convey to client
   3. No sections of the projects should be repeated
   4. Limit to max 3 pages
   5. Core sections – project description, activities, tools used, role played, duration

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|  | **Pipsita Moharana** | **Email Id –** [**pipsita.moharana@zensar.com**](mailto:pipsita.moharana@zensar.com)  Ph: 7205835118  Location: Bangalore  LinkedIn: |  |  |

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| ***Summary*** | Pipsita has **3.9 yrs. of industry experience**, **served 2 clients across 3 geographies** with expertise in **GuideWire PolicyCenter (Configuration and Integration) development.**  She is well versed in different areas of development right from requirement gathering, Planning, estimation and Implementation & process and tools like **Agile, SoapUI & Postman, JIRA** |

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| ***Role History*** | * PolicyCenter (Configuration and Integration) Developer– Current * PolicyCenter (Configuration) Developer - [Oct 2017- Dec 2020] |

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| ***Education*** | * B.SC in Computer Science [2014-2017] |

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| ***Core competencies/skills*** | ***Category*** | **Primary skills** | **Secondary skills** |
| ***Verticals*** | GuideWire PolicyCenter |  |
| ***Domains*** | INSURANCE |  |
| ***Tools & Techniques*** | PolicyCenter |  |
| ***Databases*** | MS SQL |  |
| ***Bug/Issue-Tracking System*** | JIRA |  |
| ***Programming skills*** | Core Java, C++. | HTM, CSS, JavaScript |

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| ***Expertise*** | * Code development in PolicyCenter according to the requirement given in the functional specification or user stories. * Execution of scripts for cleanup or modification of any data * Performing SQL queries for data extraction |

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| ***Certifications*** | * Agile coach certified - <Certificate name> |
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| ***Awards*** | * Awards – Received One Outstanding, One Applause and three Spot awards |

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| ***Experience Summary*** | * **Served a US Based Major Insurance Carrier**– *PolicyCenter Developer* [Oct 2017 to Dec 2020]   + Worked on major UI configuration such as Coverage Configuration, Data Model Design for Enhancements.   + Created batches which helped in lowering the manual effort   + Created new forms and documents in PolicyCenter which helped client to be compliant * **SafeAuto**– *PolicyCenter Developer*[ Jan 2021 till Date]   + Involved in the Development for a complex integration flow which had changes from integration as well as config side. Areas like UI /PCF, System Table, Product Model, Data Model, Rest Service etc. are covered as part of the changes.   + Designed the Portal flow as well.   + Identified existing issues and provided the fix for them |

**PROFESSIONAL EXPERIENCE**

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| **Project – US Based Major Insurance Carrier [Oct 2017 to Dec 2020]**  **Role:** PolicyCenter Developer  **Project Description:** Worked as a developer in Insurance domain using Guidewire PolicyCenter 8.0, which includes the following Lines of Businesses.   * Commercial Policy * Worker’s Compensation * Umbrella * Commercial Auto * Business Owner Policy   **Key activities performed:**   * Designed code in PolicyCenter application using Gosu Classes, Business rules, Product Model, System Tables, Data Model Extensions, Field Validation, Activities etc. * Stepped up to fix critical environmental related bug * Identified the impacted policies for given criteria, Prepared the script to perform clean up on the policies   **Technology/Skills/Tools used**   * Tools: SoapUI & Postman, JIRA * Technologies: Java * Skills: PolicyCenter   **Major achievements**   * Awarded as “Best Performer” 2 times by client. * Received one Outstanding Award for the consistence performance   **Any client appreciation**   * Recognized by client for implementing batch process which helped to reduce a lot of manual effort and stabilized the process.   **Project –SafeAuto [Jan 2021 to Jun2021]**  **Role:** PolicyCenter Developer  **Project Description:** Worked as a developer in Insurance domain using Guidewire PolicyCenter 9.0, which includes Personal Auto Line  **Key activities performed:**   * Worked on Major items like creation of new Contingency and it's end to end flow, configuration of coverage messaging per the logic * Designed a complete integration flow for PolicyCenter and Portal * Resolved critical environmental critical defects.   **Technology/Skills/Tools used**   * Tools: SoapUI & Postman, JIRA * Technologies: Java * Skills: PolicyCenter   **Any client appreciation**   * Recognized by client for resolving environmental and blocker defects quickly. |