

Résumés

Kendra Wannamaker

WHY?

The more help you get with your résumé the more contradictions you will find. When someone gives you advice specific to your résumé, ask what the change accomplishes.

General ★

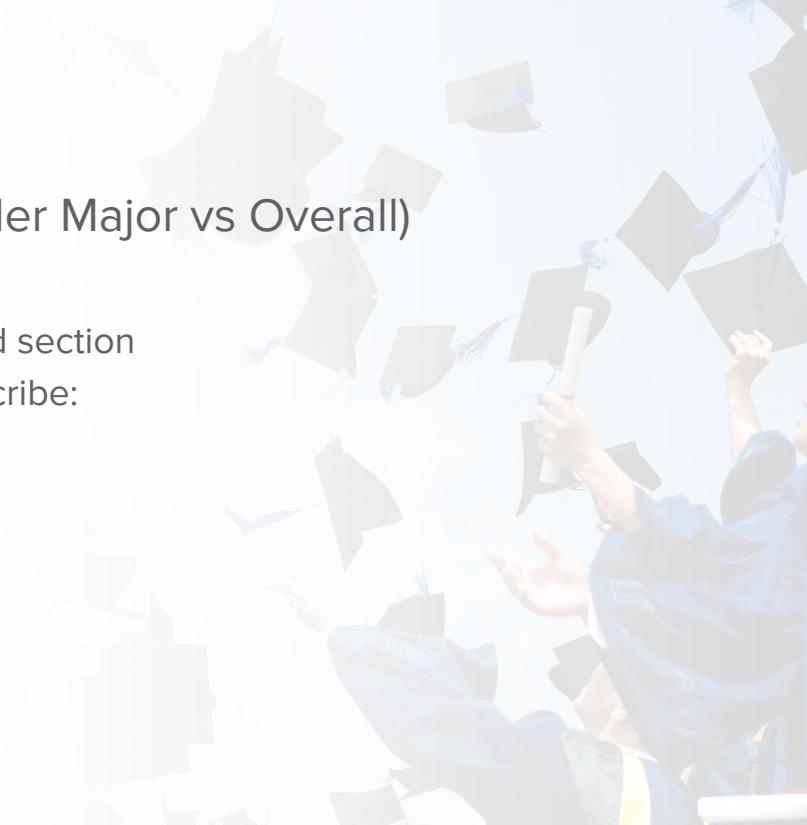
- Make it Professional:
 - Do not make spelling or grammar mistakes
 - Make it consistent, clean, and concise
 - Do not use first person
- Sections:
 - Education
 - Skills (Technical vs Soft)
 - Experience (Relevant vs Additional)
 - Projects
 - Awards
 - Interest
- Be thoughtful and honest



Education



- Do not include high school
- If your GPA is 3.0 or higher include it (Consider Major vs Overall)
- In this section you could also put:
 - Awards, though you may want to consider an award section
 - Some TARGETED courses, if you do make you describe:
 - What you DID and why is this RELEVANT



Education



EDUCATION:

Bachelor of Science in Computer Science

- Concentration in Information Security
- University of the Fallen

September 2012 - Present

RELEVANT COURSES:

- Programming Paradigms
- Hardware/Software Interface
- Information Structures
- Applied Cryptography
- Algorithm Design
- Operating Systems
- Professional and Technical Communications
- Computer Networks
- Analysis and Design of Large-Scale Software
- Database Management System

Education

Bachelor of Science, Computer Science

September 2012 - December 2016

University of Calgary

- Concentration in Software Engineering
- Minor in Philosophy
- Cumulative GPA: 3.3/4.0

Awards

- Humpty's Community Volunteer Award for extraordinary volunteer work
- Placed 2nd in the Skills Canada Cardboard Boat Race
- Placed 1st in the YOU innovate Canada tournament

Skills ✕

Technical:

- Be HONEST
- Don't put obvious skills
- Be ready to back it up

Soft:

- For every skill have an example



Technical Skills



TECHNICAL SKILLS:

Computer Languages: Java, C, C++, Haskell, Python, Pascal, Prolog, SPARC and Intel x86 Assembly, Linux Shells, LaTex

Operating Systems: Linux, Mac OS X, Microsoft Windows 95/98/ME/2000/XP/Vista

Tools and Applications: Eclipse, JUnit Testing Framework, Microsoft Office 2003/2007 Suite, Visual Studio.NET, OpenOffice Suite, Lotus Notes, BMC Remedy, Norton Ghost, Adobe Photoshop

ADDITIONAL SKILLS:

Articulate writer: Successfully completed Professional and Technical Communication course with an A- and developed critical skills to effectively convey technical topics such as the readability of a website and the security of 802.11 Wired Equivalent Privacy (WEP) Protocol

Teamwork: Collaborated with peers and fellow employees as a dedicated team player in various settings such as laboratories, information technology support, completing assigned projects and customer requests/support

Analytical and Problem-Solving: Implemented and debugged several java programs such as the RSA-OEAP encryption scheme and a secure file transport protocol for school projects

Language Proficiency: Fluent in spoken mandarin and written Chinese; received International Baccalaureate (IB) diploma with French as second language

Technical Skills

Languages

- Proficient in Java, Python
- Experience with C, ARM Assembly, PHP, HTML, CSS

Applications

- Git, SVN, LaTeX, Eclipse, Vim

Operating Systems

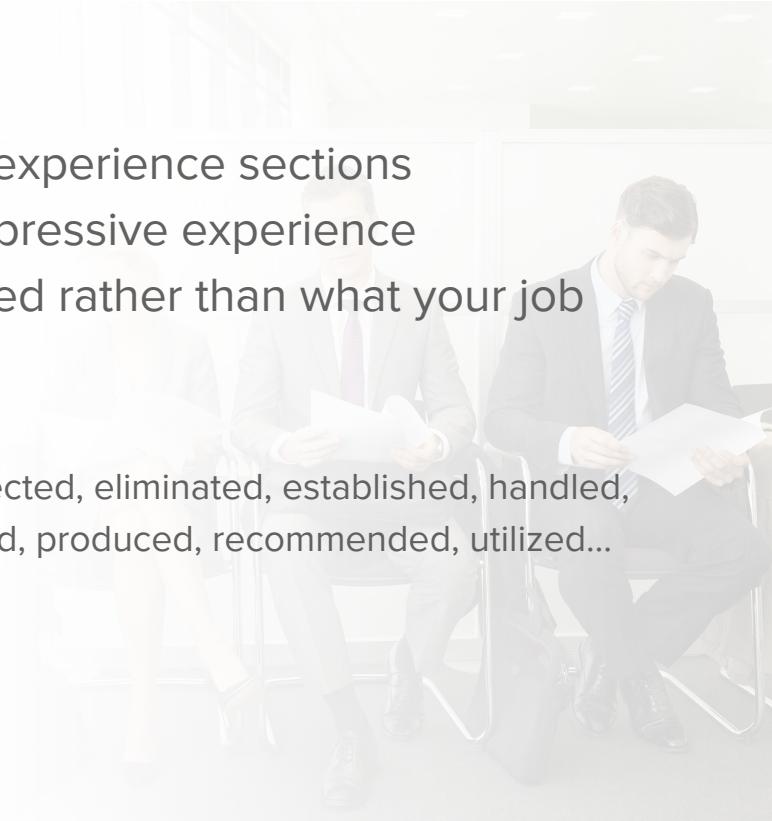
- Windows, Linux (Ubuntu and Mint)



Experience



- Consider breaking up relevant and additional experience sections
- Three to Four Points on your most relevant/impressive experience
- Try to make the points accomplishment oriented rather than what your job description is
- Start with an “action” word
 - administered, analyzed, considered, coordinated, directed, eliminated, established, handled, identified, influenced, maintained, operated, organized, produced, recommended, utilized...



Experience



WORK EXPERIENCE:

Resource Management Support Clerk

The Ironhiders, Canadian Autobots Reserves

June 2013 - Present

- Aid Officer-in-Command and his second-in-charge officer to ensure administrative matters such as payroll and travel claims are processed on time
- Developed attention to detail while processing paper work with compliance to strict regulations and orders
- Participated in the drafting and editing of the "Soldier's Handbook" for our unit as a source to provide relevant and concise military knowledge for soldiers
- Successfully completed a three-month intensive administrative clerk qualification training program in Edmonton

Information Technology Support Assistant

Decepticon School of Business, University of the Fallen

April - June 2013

- Provided technical support for the faculty, staff and students of the Decepticon School of Business
- Upgraded numerous computers, provided data migration and backup for end users
- Helped to create technical documentation on various support topics including securID, password recovery and remote support
- Effectively solved technical hardware problems by communicating with system vendors over the phone
- Participated in research for possible new technology to be implemented by the department

One-Hour Photo Lab Technician

January - June 2013

Ratchet Drugs

- Participated actively with a team of lab technicians and customer service specialists to fulfill customer orders on time with high standards
- Developed effective technical skills working with photo lab computer systems and software, including Adobe Photoshop, to produce quality photo prints
- Maintained and conducted routine checks on lab equipment and computer systems to ensure optimal operation

Server

Skids and Mudflap

June 2008 - June 2012

- Provided excellent and friendly customer service in a busy and high-paced restaurant and gained numerous positive comments from regular patrons
- Trained five new servers and ensured high customer service standards were achieved
- Managed cash and debit transactions in an efficient and accurate manner

Lab Technician

Starscream Laboratories Canada

December 2008 - August 2009

- Analyzed various oil-sand samples accurately and efficiently to meet deadline for clients such as Canadian Natural Resources and Shell Canada
- Communicated effectively as member of a team of six technicians to assure successful completion of projects
- Performed fast data entry of lab results with minimum number of errors

Relevant Experience

Support Summer Student, Hitachi ID Systems

May 2015 - August 2015

- Created an application with a MySQL database and a frontend web page written in Python using the Flask framework
- Developed a text-based calendar that interacts with the Google Calendar API using Python
- Collaborated with fellow interns on a project that dynamically generates PDFs of client software usage
- Assisted clients in resolving issues with their installations of Hitachi ID Password Manager

Additional Experience

Cashier, Staples

July 2013 - November 2013, July 2014 - October 2014

- Effectively communicated with a variety of clientele to maintain a positive customer experience
- Developed creative solutions for customers with unique requests

Serving Assistant, NOrABLE the Restaurant

August 2010 - May 2011

- Trained new employees on the standards and operations of the restaurant
- Handled multiple responsibilities in a quick-pace and high-stress environment
- Worked as a team with the other employees to provide a positive customer experience

Interests?

INTERESTS:

Music: violin and piano, certified by the Royal Conservatory of Music as a level 7 violinist

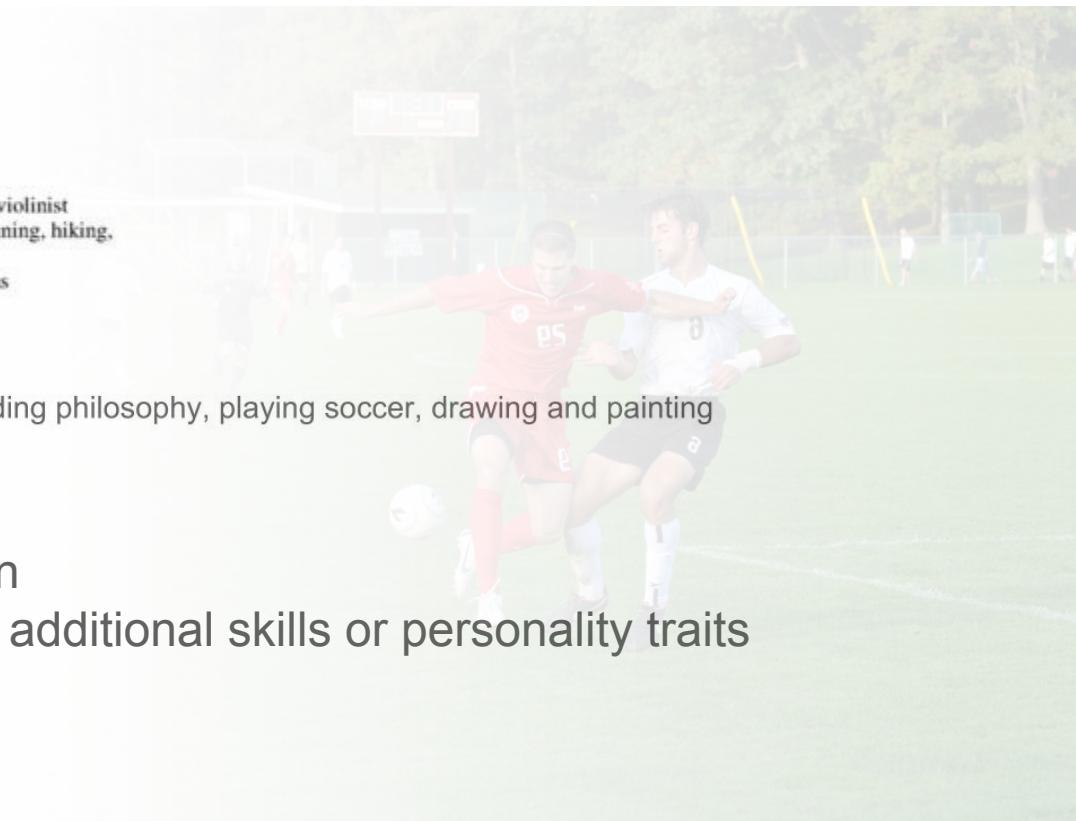
Recreational Activities: Red belt in Hap-ki-do Korean martial arts, swimming, running, hiking, camping, gardening and landscaping

Technology: Wireless technologies and devices, internet security, computer systems

Interests

- Playing board games, reading philosophy, playing soccer, drawing and painting

- Makes you seem like a person
- Can be used to communicate additional skills or personality traits
- Don't lie in this section



One Page or Two?

Transformer Tom

10463 Sideswipe Avenue, Calgary, Alberta T4S 1K3
403.555.8324 tomtransformer@ucalgary.ca

EDUCATION:

Bachelor of Science in Computer Science

- Concentration in Information Security
- University of the Fallen

September 2012 - Present

Transformer Tom - 2 -

RELEVANT COURSES:

- | | |
|-------------------------------|---|
| • Programming Paradigms | • Operating Systems |
| • Hardware/Software Interface | • Professional and Technical Communications |
| • Information Structures | • Computer Networks |
| • Applied Cryptography | • Analysis and Design of Large-Scale Software |
| • Algorithm Design | • Database Management System |

TECHNICAL SKILLS:

- Computer Languages:** Java, C, C++, Haskell, Python, Pascal, Prolog, SPARC and Intel x86 Assembly, Linux Shells, LaTeX
- Operating Systems:** Linux, Mac OS X, Microsoft Windows 95/98/ME/2000/XP/Vista
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Resource Management Support Clerk

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- Participated in research for possible new technology to be implemented by the department

April - June 2013

One-Hour Photo Lab Technician

Ratched Drags

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January - June 2013

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December 2008 - August 2009

INTERESTS:

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Recreational Activities: Red belt in Hapkido Korean martial arts, swimming, running, hiking, camping, gardening and landscaping

Technology: Wireless technologies and devices, internet security, computer systems



One (If you have less than 10 years of experience)



Why?

Where do you put what is important?

Education	Bachelor of Science, Computer Science kendrasemail@shaw.ca 403-860-1104	September 2012 - December 2016
University of Calgary		
	<ul style="list-style-type: none">Concentration in Software EngineeringMinor in PhilosophyCumulative GPA: 3.3/4.0	
Technical Skills	Languages <ul style="list-style-type: none">Proficient in Java, PythonExperience with C, ARM Assembly, PHP, HTML, CSS Applications <ul style="list-style-type: none">Git, SVN, LaTeX, Eclipse, Vim Operating Systems <ul style="list-style-type: none">Windows, Linux (Ubuntu and Mint)	
Relevant Experience	Support Summer Student, Hitachi ID Systems May 2015 - August 2015	
	<ul style="list-style-type: none">Created an application with a MySQL database and a frontend web page written in Python using the Flask frameworkDeveloped a text-based calendar that interacts with the Google Calendar API using PythonCollaborated with fellow interns on a project that dynamically generates PDFs of client software usageAssisted clients in resolving issues with their installations of Hitachi ID Password Manager	
Additional Experience	Cashier, Staples July 2013 - November 2013, July 2014 - October 2014	
	<ul style="list-style-type: none">Effectively communicated with a variety of clientele to maintain a positive customer experienceDeveloped creative solutions for customers with unique requests	
	Serving Assistant, NOtaBLE the Restaurant August 2010 - May 2011	
	<ul style="list-style-type: none">Trained new employees on the standards and operations of the restaurantHandled multiple responsibilities in a quick-pace and high-stress environmentWorked as a team with the other employees to provide a positive customer experience	
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	<ul style="list-style-type: none">Humpty's Community Volunteer Award for extraordinary volunteer workPlaced 2nd in the Skills Canada Cardboard Boat RacePlaced 1st in the YOU Innovate Canada tournament	
Interests		
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