

Rafi № 2201261077 Informatic



EXERCISE 3A

Let's take a look at an example of a great resume.

Study the resume on the next page along with the provided tips and answer the following 6 questions.

1. The "Skills & technologies" section in this resume is effective because:
 - a) it is short
 - b) it is visible and clearly structured
 - c) it rates each skill on a scale from 1 to 10
2. It's a good idea to put your education:
 - a) at the bottom of your resume
 - b) before professional experience
 - c) in the most visible part of your resume
3. Your projects section should:
 - a) not be included in your resume
 - b) contain links to each project along with a brief description
 - c) follow a strict chronological order
4. It's better to stick to a:
 - a) one-column layout
 - b) two-column layout
 - c) three-column layout
5. The summary of qualifications is effective because:
 - a) it uses the first person pronoun
 - b) it details the person's education
 - c) it concisely describes the person's experience and skill level

Ben Clover UX Designer	Github: bencllover LinkedIn: linkedin.com/in/bencllover Portfolio: cloverux.com ^{*1}	^{*1} Links to relevant professional media at the top
Summary of Qualifications ^{*2} Experienced UX designer with a robust full-stack developer background.		^{*2} this section is a concise (1-2 sentences) overview of yourself as a professional. Note, that you're not supposed to use the first person pronoun (i.e. "I")
Skills & Tech ^{*3}	Professional experience	
<p>Languages</p> <p>HTML5 CSS (LESS / SCSS) JavaScript (Type-script, ES6, NodeJS) Python</p> <p>Libraries & Frameworks</p> <p>Django React Express Angular</p> <p>Libraries & Frameworks</p> <p>Django React Express Angular</p> <p>Hosting</p> <p>AWS Cloudfront</p> <p>Dev Tools</p> <p>Editors: VS Code Version Control: Git, SVN</p>	<p>Amazon, Seattle WA — Design Technologist January 2019 — Present Python, Django, Wagtail, React, AWS</p> <ul style="list-style-type: none"> • Supports^{*4} an internal-facing CMS supporting many internal customers • Builds and releases new features on a regular basis • 1) _____ in developing automation toolsets, often using NodeJS-based libraries <p>Wylei, Remote — Software Engineer March 2016 — October 2018 NodeJS, Angular, Express, MongoDB</p> <ul style="list-style-type: none"> • Architected^{*5}, developed and maintained code for a SaaS platform where users created marketing campaigns with customized analytics dashboards • Planned and 2) _____ tasks to contracted developers and maintained code repositories that were unit tested and production ready • Developed, deployed and actively monitored services running on AWS <p>Appmobi, Poughkeepsie, NY — Web Engineer May 2015 — March 2016 PHP, LESS, Drupal, Codeigniter</p> <ul style="list-style-type: none"> • 3) _____ with clients daily to resolve issues^{*6} and coordinate projects launches • 4) _____ development on a responsive, full site redesign of InsightCuba resulting in a new website that attracted 70% more daily user traffic <p>Perfect Computer Solutions, New Paltz, NY — Web developer September 2014 — May 2015 PHP, HTML, CSS, PHP, Javascript, MySQL</p> <ul style="list-style-type: none"> • Improved client SEO and 5) _____ legacy static website to be fully responsive 	^{*3} Skills are highlighted in a separate section and grouped by relevance ^{*4} Present Simple for the current job ^{*5} Past Simple for jobs held in the past ^{*6} use the infinitive (to + verb) to describe the purpose of your actions and initiatives

Education*7	Professional experience*8
<p>Bachelor of Science 2011-2017</p> <p>Major in Computer Science Minor in Theater Arts</p>	<p>The Gem Exchange, Webmaster, thegemexchange.net</p> <p>Dec 2017 — present AWS, Django, NodeJS</p> <ul style="list-style-type: none"> Designed and built the product with the goal of making years worth of business data manageable by a globally distributed team. <p>Sprites and Dice, Cofounder, Webmaster, spritesanddice.com</p> <p>April 2013 — present</p> <ul style="list-style-type: none"> 6)_____ various roles over the years including: writer, editor, and web developer. Currently developing version 3.0 of the site using Django, with the intent of creating custom automation tools for site staff

*7 Education is at the bottom and relevant work experience is given priority

*8 The projects' purpose and functionality is outlined and the working links are attached

Important p: if you do not have prior working experience or your working experience is NOT relevant to the job you're applying for, put the educaon secon first, not second! (this applies to wring CVs in real life)