



**BATCH :** **BATCH 168 DATA SCIENCE**

**LESSON :** **RESUME**

**DATE :** **22.11.2023**

**SUBJECT :** **GET AN OFFER  
WITH RELEVANT  
RESUME**

-  techproeducation
-  techproeducation
-  techproeducation
-  techproeducation
-  techproedu



**GET AN OFFER  
WITH RELEVANT RESUME**

# Terrence Coleman

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Brooklyn, NY

[LinkedIn](#)

Analytically minded self-starter with a decade of experience collaborating with cross-functional teams and ensuring the accuracy and integrity around data and actionable insights. Prepared to lead teams and interns in predictive modeling and insight reporting to boost Hyphen's business efficiency, strategic goals, and profit.

## WORK EXPERIENCE

### Best Buy - Senior Data Scientist

October 2018 - current

Remote

- Led data extraction and evaluation efforts to save Best Buy more than 11M over the course of tenure
- Partnered with product team to build a production recommendation engine in Python that improved the average length on page for users and resulted in \$450K in incremental annual revenue
- Created a customer attrition random forest model, improving monthly retention by 6 basis points for customers likely to attrit by servicing relevant product features for them
- Communicated with PMs to lead 4 data scientists in project planning, development, and execution
- Coached data team throughout short and long-term projects, redefining documentation frequently

### 2U - Data Scientist

April 2014 - October 2018

Brooklyn, NY

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## EDUCATION

### University of Pittsburgh - Master's , Mathematics

September 2012 - April 2014

Pittsburgh, PA

### University of Pittsburgh - Bachelor's, Mathematics and Economics

September 2008 - April 2012

Pittsburgh, PA

## SKILLS

Python (NumPy, Pandas, Scikit-learn, Flask), SAS; SQL - Redshift, MySQL; ElasticSearch; Recommendation Engines, Customer Segmentation & Retention Models, Price Optimization, Productionizing Models

# RAHUL MALIK

## NLP Data Scientist

## CONTACT

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## EDUCATION

PhD

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(NLP)

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September 2010 - April 2016  
College Park, MD

B.S.

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SQL (MySQL, Postgres)

Git

Time Series Forecasting  
Productionizing Models

Recommendation Engines  
Customer Segmentation

AWS

NLP

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May 2018 - current / New York, NY

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- Built an automated system to predict whether a given review was likely to be from a real user, leading to a reduction in "fake" reviews by 19%
- Analyzed the quality of customer service responses for worst performing vendors to help reduce their return rates by 5%
- Mentored 2 junior data scientists, and headed up 3 seasonal internship programs

### Data Scientist

Priceline

April 2016 - May 2018 / New York, NY

- Built a price sensitivity model to offer lower pricing for room inventory unlikely to be booked, resulting in a decrease in room vacancy of 17%
- Performed sentiment analysis to surface reviews most likely to be relevant to a given user for a given room to increase booking rate by 6%
- Worked alongside product managers to construct queries to identify customers who abandoned their checkout, leading to an email sequence that improved conversion rate by 12%
- Streamlined feature selection for model to predict likelihood of a customer to re-book on Priceline, which saved about 21 hours of manual work each month

### Data Scientist Internship

Microsoft

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- Analyzed anonymous employee performance reviews to identify regular areas for improvement for engineers leading to actionable feedback for over 200 engineers
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- Built a model to predict whether a given customer was satisfied with their customer success experience, resulting in improved CS coaching and 26% fewer customer complaints

# KANDICE LOUDOR

## DATA SCIENTIST

### CONTACT

kloudor@email.com   
(123) 456-7890   
Mount Laurel, NJ   
[LinkedIn](#)   
[Github](#) 

### EDUCATION

B.S.  
Statistics  
Rutgers University  
September 2011 - April 2015  
New Brunswick, NJ

### SKILLS

Python (NumPy, Pandas, Scikit-learn, Keras, Flask)  
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### WORK EXPERIENCE

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June 2018 - current / Princeton, NJ

- Deployed a recommendation engine to production to conditionally recommend other menu items based on past order history, increasing average order size by 7%
- Implemented various time series forecasting techniques to predict surge in customer orders to lower average customer wait time by 10 minutes
- Designed a model in a pilot to increase incentives for drivers during peak hours, increasing driver availability by 22%
- Led a team of 3 data scientist to model the ordering process 5 unique ways, reported results, and made recommendations to increase order output by 9%

#### Data Scientist

Spectrix Analytical Services

March 2016 - June 2018 / Princeton, NJ

- Built a customer attrition random forest model that improved monthly retention by 12 basis points for clients likely to opt-out by providing relevant product features for them
- Coordinated with the product and marketing teams to determine what kind of client interactions resulted in maximized service opt-ins, increasing conversions by 18%
- Partnered with the product team to create a production recommendation engine in Python that improved the average length on page for users and resulted in \$225,000 in incremental annual revenue
- Compiled and analyzed data surrounding the prototypes for a prosthesis, which saved over \$1M in its creation

#### Entry-Level Data Analyst

Avenica

April 2015 - March 2016 / Mount Laurel, NJ

- Collaborated with product managers to perform cohort analysis that identified an opportunity to reduce pricing by 21% for a segment of users to boost yearly revenue by \$560,000
- Constructed operational reporting in Tableau to improve scheduling contractors, saving \$90,000 in the annual budget
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- Ran, submitted, and reported on monthly client enrollments, services opted in for, and the employees assigned to clients

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### WORK EXPERIENCE

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Seattle, WA | April 2020 - April 2021

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- Received, cleaned, and prepped data from client using SAS, SQL, and Excel to help data scientists build marketing mix models that resulted in a lift in ROI of 10 basis points.

#### Seattle University Tutor Center

Statistics and Mathematics Tutor

Seattle, WA | April 2019 - April 2020

- Assessed students' learning to determine learning weaknesses and needs, successfully helping students perform 13% better in algebra, pre-calculus, calculus, and statistics undergraduate courses.
- Met with 30+ students per week through online learning platforms or in a 1:1 setting at the tutor center.
- Scheduled weekly appointments for students, and set schedules for student statistics and math tutors.
- Communicated with professors about curriculum, and submitted reports 2 times per week to maintain up-to-date learning plans for students.

### PROJECTS

#### Fantasy Football Models

- Aggregated and prepped 3 years of fantasy football projection data from 3 independent sources into a MySQL database.
- Created a random forest model in SAS, combining disparate sources into one projection that outperformed the mean absolute error of the next best projection by 15%.

#### Entertainment Engine

- Aggregated data from IMDB and Rotten Tomatoes, and used k-nearest-neighbors in SAS, constructing an enhanced entertainment selection targeted to reach 15- to 25-year-olds.
- Improved methodologies to save an average of 12 minutes per movie selection and 3 minutes per song selection.

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Bellevue, WA  
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### SKILLS

- Programming: SAS (base SAS and Macros), SQL
- Supervised Learning: linear and logistic regressions, decision trees, support vector machines (SVM)
- Unsupervised Learning: k-means clustering, principal component analysis (PCA)
- Data Visualization: Excel, Google Sheets

### EDUCATION

B.S.  
Mathematics and Economics  
Seattle University  
September 2017 - April 2021  
Seattle, WA  
GPA: 3.7

### RELEVANT COURSES

- Intermediate programming
- Probability & Statistics
- Linear Algebra
- Applied Econometrics
- Game Theory
- Calculus 1-3



# OPTIONAL SECTION

What sections to include on your resume?

## Standard

- Personal info
- Summary / objective
- Experience
- Education
- Skills

## Optional \*Include only if it's relevant to your job.

- Awards
- Certifications
- Languages
- Publications
- References
- Hobbies
- Social media
- Volunteering
- Custom



# ATS (APPLICANT TRACKING SYSTEM)





# How to Beat an Applicant Tracking System



## What Your Resume Is Up Against

250 resumes are sent for a single opening



75% are rejected by Applicant Tracking Systems

Out of 250 applicants,  
only 4-6 will be called  
for an interview.



One person will be offered  
the job.





# How to Beat an Applicant Tracking System

## Use keywords customized for the job

### Education

Bachelor of Science in Dental Hygiene

2000 - 2004

College of Southern Nevada

### Certifications

Drake College of Business

Dental Assistant Certification

- Dental Assistant.

### Skills

- Tray Setup
- Seating Patients
- Presenting Treatment
- Four-handed Dentistry
- Assisting in Orthodontic Procedures
- Taking Impressions/Making Bleaching Trays

- Infection Control
- Charting/Scheduling
- Mixing Dental Material
- Exposing and Processing X-rays
- Assisting in Pediatric Dental Procedures
- Assisting in Administration/Monitoring of Nitrous

I hate conducting interviews  
and stuff like that.





# How to Beat an Applicant Tracking System

## Check your spelling and grammar

### EXPERT TIP

print out your resume to proofread it.

58% of resumes contain spelling and grammatical errors, according to a CareerBuilder survey.

Be cautious about abbreviating words, titles, or certifications on your resume. If you do abbreviate, make sure you spell out the abbreviation as well.



# How to Beat an Applicant Tracking System

**Use a popular and  
Professional font  
for ATS scanning**

Examples of good fonts to use on your resume:

- Calibri
- Arial
- Helvetica
- Tahoma
- Trebuchet
- Veranda
- Garamond
- Times New Roman

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- Game Theory
- Calculus 1-3



# DATA SCIENTIST

**Michael Smith**  
Senior Front End Developer

michael.smith@novoresume.com

Texas, United States

github.com/michael-smith

# LinkedIn

+1 730 512 5123

linkedin.com/in/michael-smith

michael-smith

# GitHub



**Gyan M. Yildiz**

Data Scientist | Deep Learning Instructor | NLP Instructor | Google Sheets Instructor | Web Scraping Instructor | Founder of newworldai | PhD Candidate in Information and Records | IT Recruiter



# DATA ANALYST





# Kate Wright

SALES MANAGER

(0) 123456789  
peter@domain.com  
1145 Parkway Av, Melbourne

## PROFILE

**LOREM IPSUM**  
DOLOR SIT AMET,  
TEMPOR INCIDUNT UT LABORE  
VENIAM, QUIS NOSTRUD EXERCIT  
COMMODO CONSEQUAT.  
Consectetur adipisicing elit,  
et dolore magna aliqua. Ut

## EXPERIENCE

**International Company**  
2014 > Current

Expert Sales Manager

Pellentesque ligula tellus, in  
Fusce consectetur pulvinar  
sollicitudin imperdiet. Nam  
Vestibulum tempus, metus  
mauris, sed maximus tortor  
ante. Nam volutpat laoreet

**Company Name**  
2009 > 2014

Sales Manager

Vestibulum tempus, metus  
mauris, sed maximus tortor  
ante. Nam volutpat laoreet

**Company Name**  
2007 > 2009

Sales Person

Maecenas accumsan erat  
hendrerit ipsum nec fermentum  
tempor fermentum, orci sapi  
Sed maximus tortor purus e

## EDUCATION

**High School Name**

2007 - 2009

Bachelor of Marketing & Ma

Pellentesque ligula tellus, in  
Fusce consectetur pulvinar  
sollicitudin imperdiet. Nam  
Vestibulum tempus, metus  
mauris, sed maximus tortor  
ante. Nam volutpat laoreet

## BENJAMIN HUGHES

phone: +(0) 1 2345 555  
email: contact@yourdomain.com



## WORK EXPERIENCE

### WEB DEVELOPER (2015 - NOW)

LOREM IPSUM DOLOR SIT AMET,  
CONSECTETUR ADIPSICING ELIT,  
SED DO EIUSMOD TEMPOR INCIDUNT  
UT LABORE ET DOLORE MAGNA ALIQUA.  
UT ENIM AD MINIM VENIAM, QUIS NOSTRUD  
EXERCITATION ULLAMCO LABORIS  
NISI UT ALIQUIP EX EA COMMODO  
CONSEQUAT. DUIS AUTE IRURE  
DOLOR IN REPREHENDERIT IN VOLUNTATE  
VELIT.

### WEB DESIGNER (2012 - 2015)

LOREM IPSUM DOLOR SIT AMET,  
CONSECTETUR ADIPSICING ELIT,  
SED DO EIUSMOD TEMPOR INCIDUNT  
UT LABORE ET DOLORE MAGNA ALIQUA.

### GRAPHIC DESIGNER (2005 - 2012)

LOREM IPSUM DOLOR SIT AMET,  
CONSECTETUR ADIPSICING ELIT,  
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## OBJECTIVES

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CONSEQUAT.

DUIS AUTE IRURE DOLOR IN  
REPREHENDERIT IN VOLUNTATE  
VELIT ESSE CILUM DOLORE EU FUGIAT  
NULLA PARIATUR.

## EDUCATION

HIGH SCHOOL OF DESIGN (2002 - 2005)

## SKILLS

Graphic Design:



Web Develop:





# Summary

## Resume Summary

1. Your job title

2. Your experience

Certified Accountant with 7+ years of experience in financial audits and database analysis. Managed a \$1 million budget and developed a financial overview with a three-person team. Helped cut monthly expenses by 10% by spearheading a financial audit and devising an effective strategy.

3. Quantifiable achievement



# Summary

Proficiency in a programming language, such as R or Python and working knowledge of git.

Expert knowledge of SQL

Highly motivated, energetic, hardworking self-starter

Strong problem-solving skills

2+ years of experience with Power BI including Query and DAX formulas

Experience in SQL and manipulating large data sets in a database

Advanced proficiency in Excel (Including VBA, Pivot Table, array functions, Power Pivots, etc.)

Native or advanced proficiency in French or German

Practical knowledge of version control systems such as GitHub

1 - 2 years' Data Analysis experience

Proficient in SQL



# achievements rather than duties

## Experience

### EXPERIENCE

#### Regional IT Project Manager - Asia Pacific

AP Company Ltd

05/2011 - 07/2016 Tokyo, Japan

##### Company Description

- Managed a team of 12 in the migration and rollout of Asia Pacific nodes for communications network in Japan, Hong Kong, Michigan and Brazil.
- Ensured regulatory compliance and enhanced overall operational efficiency and business performance through Business Planning and Control System (BPCS) upgrade—led migration to multiple Asia Pacific locations.
- Implemented cutting-edge IT and Voice infrastructure for new building facilities for the Japan regional office and manufacturing facility.
- Established large, high-performance IT teams in the Japan regional office to support IT regional operations and support; utilized local resources in Japan to establish cost savings.

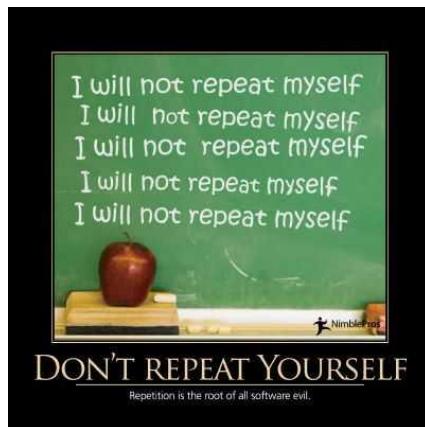
✓ RIGHT





# Experience

**Write your current job at the top,  
previous one at the bottom**



## EXPERIENCE:

**MEDUNNA HEALTH GROUP, New York, NY / Test Automation Engineer**  
From 09/2020

- Automated UI with **Selenium WebDriver, Java, Cucumber framework.**
- Worked on **BDD Framework using Java, Selenium WebDriver, Cucumber framework, Maven.**
- Used **Apache POI** for writing data to **Excel sheets.**
- Maintaining **Selenium and Java** automation codes and resources in version control system **GIT.**
- Worked in an **Agile environment.** Attended Sprint ceremonies such as Sprint planning, Sprint Grooming, Daily scrum, Sprint Retro and demo meeting.
- Effectively worked with users and developers to make sure the application met user expectations.
- Used **Postman** for validating the requests.
- Efficiently created bug reports using bug tracking tool **Jira.**

**Deeps Bank, New Jersey / Test Automation Engineer**  
From 09/2020

- Followed **Agile testing methodology**, and participated in **grooming, sprint planning, daily scrum, demo, and retrospective meetings.**
- Reported software defects in **Jira** and interacted with the developers to resolve technical issues.
- Implemented the **Page Object Model UI Testing** by creating different page classes for each page.
- Performed Functional, Smoke and Regression testing on the Web Applications at various phases of project life cycle.
- Executed test cases, analyzed the results, reported and tracked the defects and re-tested after Bug fixed.
- Completed all the assigned **manual/automated** tasks on time.

# Work Experience

## WORK EXPERIENCE ON A RESUME

NO MORE THAN 15 YEARS OF RELEVANT WORK EXPERIENCE

LEGIBLE AND UNIFORM TEMPLATE

Reverse-chronological order

Job title, company name, dates worked

Up to 5 bullet points under each job

Key achievement subsection

MAKE EACH BULLET POINT HIGHLIGHT YOUR VALUE

Action words

Numbers

- Chosen as a target employee.
- Scored a 98% in the Sales Force Certified Professional Training program.

### Experience

2013-01 - 2018-07

#### Customer Service Representative

On Point Electronics, NYC, NY

- Organized customer information and account data for business planning and customer service purposes.
- Created excel spreadsheets to track customer data and perform an intense reconciliation process.
- Received 97% positive customer survey results.
- Speed on calls was 10% above team average.

**Key achievement:** Designed and executed an automated system for following up with customers, increasing customer retention by 22%.

2009-10 - 2012-12

#### Customer Service Representative

Excelsior Communications, NYC, NY

- Worked as a full-time customer service rep in a high volume call center.
- Received "Associate of the Month" award five times.
- Chosen as an example for other associates in trainings.

**Key achievement:** Received "Customer Appreciation" bonus in three of four years.

2005-06 - 2009-09

#### Waitress

Pizza Hut, Newark, NJ

- Worked passionately in customer service in a high-volume restaurant.
- Completed the F.A.S.T. customer service training class.
- Maintained a high tip average thanks to consistent customer satisfaction.

### Education

2005-09 - 2009-05

#### Antelope Valley College

- B.A. in Communications, Minor in Public Speaking



**JERSEYTECH, LLC (ONEAMZ), New York, USA**  
**Sep 2022-October 2023**  
**Data Scientist Intern**



# Experience

## Sales Enhancement Strategy Development

Spearheaded the development of sales enhancement strategies, optimizing product sales and profitability. Implemented a product sales forecasting algorithm to predict high-performing products for seller recommendations. Conducted in-depth analysis of Top Amazon sellers' data, leading to the identification of effective sales enhancement strategies. Utilized Power BI and Tableau for data visualization, making data-driven decisions more accessible.

## Sales Rank Analysis and Strategy Formulation

Analyzed sales rank data to determine strategies for improving the sales ranks of top sellers. Executed a comprehensive product review analysis, resulting in strategies to boost reviews for top sellers. Developed pricing analysis techniques to identify price adjustment strategies for sales improvement. Conducted an analysis of the impact of Out of Stock (OOS) percentages on sales enhancement. Investigated Buy Box performance and recommended strategies for improvement. Conducted analyses of various product features for performance enhancement.

## Top-Selling Products without Buy Box Investigation

Analyzed products that achieved high sales without being featured in the Buy Box. Determined reasons behind high sales through in-depth analysis, focusing on sales rank, reviews, pricing, and product features.

## Analysis of Products Sold in OneAMZ Canada Stores

Conducted a detailed analysis of products sold in OneAMZ Canada stores. Identified reasons and strategies for their successful sales, including sales rank analysis, review analysis, pricing analysis, and examination of product features.

## Dashboard Prototype Development

Created prototypes of interactive dashboards for real-time data tracking and visualization.

## Project Details Report Preparation

Prepared detailed project reports summarizing project objectives, methodologies, and findings.

## Project Summary Presentation Document Creation

Developed concise project summary presentations, highlighting key insights and recommendations.

## Project Presentation

Delivered project presentations to stakeholders, effectively communicating project objectives, methodologies, and results.

## Advertisement Impact Analysis

Conducted a comprehensive analysis of the impact of advertisements on sales. Performed general analyses, A-B analyses before and after advertising, effect size analyses, and page interaction (CTR) analyses. Integrated Google Analytics data to create insightful dashboards for tracking ad performance.

## Product Analysis

Analyzed product sales patterns, including seasonality and timing of high sales periods.

I am an experienced Data Analyst with over a year of hands-on experience in the IT industry, based in the USA. My professional journey includes contributing to a wide range of projects in a dynamic and innovative IT firm, ONEAMZ. During my time at ONEAMZ, I actively participated in diverse projects, from developing sales enhancement strategies and product sales forecasting algorithms to conducting in-depth analyses of top Amazon sellers' data. I have a proven track record of utilizing data-driven insights to optimize sales, enhance product performance, and develop actionable strategies. My proficiency in data visualization tools such as Power BI and Tableau, coupled with a strong analytical mindset, enables me to deliver impactful solutions that drive business growth.

My dedication to excellence and my ability to transform data into meaningful insights have been instrumental in shaping my career as a Data Analyst. I am passionate about leveraging data to solve complex problems and make informed decisions. With a deep understanding of the intricacies of IT and data analysis, I am well-equipped to contribute to challenging projects and drive value for forward-thinking organizations.

I am now seeking new opportunities where I can continue to apply my skills, expand my knowledge, and make a significant impact in the IT industry. If you are looking for a results-driven Data Analyst who can deliver actionable insights and drive success, I am ready to bring my expertise to your team.



Seller Reviews Sentiment Analysis  
Conducted sentiment analysis on seller reviews to extract valuable insights and trends.  
Utilized natural language processing (NLP) techniques to gain a deep understanding of customer feedback.

CV Project  
Led the development of a CV (Computer Vision) project, enabling automated image analysis and classification.  
Designed and implemented a CV system that significantly improved data processing efficiency.

Price Optimization  
Engineered price optimization algorithms to maximize revenue and profitability.  
Leveraged pricing models and data analysis to determine optimal pricing strategies.

Basket Analysis - Frequent Bought Together Analysis  
Conducted basket analysis and identified frequently co-purchased products, contributing to upselling and cross-selling strategies.  
Analyzed customer behavior data to suggest product bundling and recommendations.

Seller Revenue and Profit Forecasting  
Developed predictive models for seller revenue and profit forecasting.  
Utilized machine learning to provide accurate financial forecasts for sellers.

Seller Suspension Cause Analysis and Suspension Prediction  
Analyzed the causes of seller suspensions and created a predictive model to prevent future suspensions.  
Utilized data-driven insights to improve seller account stability and minimize suspensions.

Seller Churn Analysis  
Conducted a comprehensive analysis of seller churn, identifying key factors influencing seller attrition.  
Developed strategies to reduce churn and improve seller retention.

Product Buy Box Prediction  
Built models to predict and enhance product Buy Box performance, increasing visibility and sales.  
Utilized data analysis to improve product competitiveness.

Product Sales Rank Prediction  
Engineered sales rank prediction models to assist in product positioning and ranking improvement.  
Utilized machine learning and historical data to forecast sales rank.

Impact Prediction of Warehouse Shipping Cost on Sales at ONEAMZ  
Analyzed the impact of warehouse shipping costs on sales and developed predictive models.  
Leveraged data to optimize shipping cost strategies for improved profitability.

Causality Analysis  
Conducted causal analysis to determine relationships and cause-and-effect factors in data.  
Utilized statistical techniques to identify factors influencing key business outcomes.

Time Series Analysis  
Utilized time series analysis to extract valuable insights from temporal data.  
Developed time-dependent forecasting models to improve decision-making.

Maximizing Profitability Analysis  
Conducted a thorough analysis of maximum profitability opportunities within the business.  
Utilized data-driven insights to optimize revenue streams.

Effect Size Analysis  
Evaluated the effect size of various factors on business performance.  
Provided clear insights into the magnitude of impact for informed decision-making.

Revenue - Trend Analysis  
Analyzed revenue trends to identify growth opportunities and areas for improvement.  
Utilized trend analysis to formulate effective revenue strategies.

Advertising Expenditure - Revenue Analysis  
Conducted an in-depth analysis of advertising expenditures' impact on revenue.  
Utilized data-driven insights to optimize ad spending for maximal returns.  
Tableau and Power BI Visualizations

Created engaging and informative visualizations using Tableau and Power BI.  
Developed data dashboards for clear and concise data representation.

Customer Lifetime Value (LTV) Analysis

Conducted lifetime value analysis to determine the long-term value of customers.  
Utilized LTV insights to tailor marketing and retention strategies.

Patterns of Loyal Customers

Analyzed customer behavior to identify and understand patterns of loyalty.

Developed strategies for retaining and nurturing loyal customers.

# Experience

Dedicated and results-driven professional with over one year of experience in the United States working as an intern at ONEAMZ. Specialized in data analysis and machine learning, I've been actively involved in a wide range of projects, from warehouse product label OCR to sentiment analysis of seller reviews. My work also includes predictive modeling for pricing optimization, Buy Box and sales rank prediction, and the analysis of advertising impact on revenue. With a strong background in causality analysis, time series forecasting, and data visualization using Tableau and Power BI, I've consistently provided data-driven insights that have directly contributed to business growth. My expertise extends to customer behavior analysis and lifetime value assessment. I am committed to delivering strategic value and driving data-based decision-making. Looking to bring my analytical skills and innovative mindset to a dynamic organization for a mutually rewarding journey.

# Action Verbs in a Resume

## IMPROVE SOMETHING

Modified  
Standardized  
Converted  
Replaced  
Redesigned  
Strengthened  
Customized  
Restructured  
Refined  
Updated  
Influenced  
Revamped

## LED A PROJECT

Oversaw  
Executed  
Produced  
Coordinated  
Organized  
Orchestrated  
Controlled  
Chaired  
Planned  
Headed  
Programmed  
Operated

## CREATE SOMETHING

Engineered  
Created  
Instituted  
Formalized  
Formulated  
Founded  
Spearheaded  
Devised  
Introduced  
Formed  
Developed  
Launched

## MANAGE A TEAM

Recruited  
Hired  
Cultivated  
Shaped  
Guided  
Aligned  
Regulated  
Inspired  
Directed  
Supervised  
Mentored

## RESEARCHED

Calculated  
Surveyed  
Investigated  
Evaluated  
Tracked  
Audited  
Tested  
Analyzed  
Mapped  
Examined  
Assembled  
Measured



# Action Words for Resume Building

Worked with Others	Communicated	Conceived	Analyzed Data or Processes	Programmed	Oversaw
		Addressed	Conceptualized	Ran	Purchased
		Advertised	Corrected	Serviced	
Aided	Answered	Created	Appraised	Utilized	
Assisted	Briefed	Designed	Audited		
Chaired	Corresponded with	Developed	Calculated		
Coached	Debated	Drafted	Computed		
Collaborated with	Explained	Edited	Estimated		
Consulted with	Facilitated	Enhanced	Evaluated		
Helped	Informed	Expedited	Examined		
Instructed	Interpreted	Generated	Forecasted		
Interacted with	Interviewed	Implemented	Inspected		
Mentored	Persuaded	Improved	Investigated		
Met with	Presented	Initiated	Measured		
Participated in	Publicized	Instituted	Monitored		
Motivated	Responded to	Invented	Researched		
Partnered with		Modified	Surveyed		
Referred		Originated	Tested		
Served		Planned			
Supported		Restructured			
Taught		Reorganized			
Teamed with	Authored	Revamped			
Trained	Built	Simplified			
Worked with	Composed	Streamlined	Maintained		
	Created or Revised Something		Operated Equipment		
			Installed		
			Maintained		



# Experience

**Developed data models which help optimize and improve work of e-commerce functions**

**Navigated and cohered large sets of data and derived meaning to deliver insights to program leads and stakeholders**



## SQL Analyst

# Experience

Wrote complex SQL queries using complex joins, grouping, aggregation, nested subqueries, cursors, etc.

- Performed analysis and presented results using SQL, SSIS, MS Access, Excel, and Visual Basic scripts.
- Imported, exported and manipulated large data sets in multi-million-row databases under tight deadlines.
- Wrote and automated tools and scripts to increase departmental efficiency and automate repeatable tasks.
- Manipulated files and their associated data for rapid delivery to clients or loading onto internal databases.
- Collaborated with project managers, legal counsel, and other team members to gather data for projects.

<https://www.jobhero.com/resume/examples/statistics/sql-analyst>

<https://resumeworded.com/sql-developer-resume-examples>

<https://www.livecareer.com/resume-search/r/sql-developer-015d71d84b5a4601b42bb8d745389386>



# Experience

Translated business objectives into functional data requirements and balance them with technical feasibility, recommending changes in development, maintenance and platform standards as necessary

Performed deep dive analyses to understand trends, anomalies and insights that will drive operational improvements

Drive standards for programmatic data integrity and accessibility within Autodesk enterprise systems, CRM, and more

Craft data stories through presentations, written summaries, and data visualizations that accurately outline problem statements and provide actionable and unbiased intelligence and recommendations

Communicate findings from initiatives with clarity and accountability to the broader organization/stakeholders



# Experience

Document provenance of data, logic, and code used to develop models

The ideal candidate has strong oral and written communication skills with proven ability to deliver on commitments and persuasion skills to influence desired outcomes

Execute and implement dynamic pricing strategies in response to market fluctuations to provide competitive, profitable, and best of class pricing offerings

Oversees/conduct data science operations using statistical and visualization methods, data-centric technologies/frameworks, data-mining techniques, and machine learning

Deploy dashboards, tools, and applications for internal and external clients

Contribute to deliverables for clients including writings and presentations

Mentor and supervise staff and interns in their field work

Contribute to the design and construction of infrastructure for data operations



# Work Experience



*"I see on your resume that your last position as a stay-at-home mom included system management, financial planning, clinical diagnosis, arbitration, family therapy, computer support and strategic thinking."*

**FIRSTNAME I. LASTNAME**

firstname.lastname.2019@gmail.com

Address - City - State - Zip Code

(212) 555-1212

**Most recent job first!**

## GENERAL & OPERATIONS MANAGER

COO • VP, Ops & Admin • Country Manager • Senior Operations Director  
Business Development • Revenue Generation • Strategic Planning • Relationship Management  
Led Business Growth • Increased Productivity • Reduced Costs • Effective Recruiter  
Team Leadership Award 2018 • 3x Executive of the Year • Promoted Early • Public Speaker

## WORK EXPERIENCE

**Current Company Name, Inc. New York, NY**

**April 2015 - present**

**Chief Operating Officer**

*Leading Contract Manufacturer in Service Industry*

- Increased productivity by xx% after taking over supply...
- Delivered 3 new distribution centres on budget...
- Improved results for delivery success goals by xx%... **Followed by prior work**
- Optimized sourcing strategies resulting in 8 new manufacturing...
- Produced savings of \$xx million across operations, maintenance...
- Reduced defects by over xx% by implementing large-scale...
- Generated a xx% on-time performance increase by streamlining...
- Exceeded market share goal by x points through reduction of...

**Prior Company Name, Inc. Lake Forest, IL**

**Jan 2011 - April 2015**

**General & Operations Manager**

*\$14 Billion Global Manufacturer and Distributor*

- Maximized profitability, generating over \$xx million annually by implementing...
- Accelerated delivery of new technologies to reduce headcount by 16%, adding...
- Achieved xx days reduction in closing cycle time by overseeing analysis of...
- Sold 3 data centers, generating \$xx million in cost reductions...
- Decreased technical and operational costs by xx% by creating strategies...
- Orchestrated xx% revenue growth by developing and executing...
- Streamlined logistics resulting in \$xx million in annual cost savings.....
- Grew net income by more than xxx% by overseeing...



## PROJECTS

### **Aircraft Pitch Controller Design - Dec 2018**

*Designing a control system for a Jetstar (an aircraft model) by using root-locus and frequency-response methods in Matlab & Simulink.*

### **Conceptual Helicopter Design - Jun 2019**

*Designing a helicopter from scratch by following the traditional design methods but also implementing new ideas and assumptions based on engineering judgement.*

### **Attitude Control of a Missile - Jun 2019**

*Designing a control system for a missile by using modern control system technics in Matlab & Simulink.*

### **Control System Design of a Commercial Aircraft - Jan 2020**

*Designing a control system for Boeing 747 by using modern control technics in Matlab & Simulink.*

### **Helicopter Dynamics, Stability & Control - Jan 2020**

*Calculating the angles of flapping and lead - lag motion of main rotor and deriving rotor forces*

# PROJECT

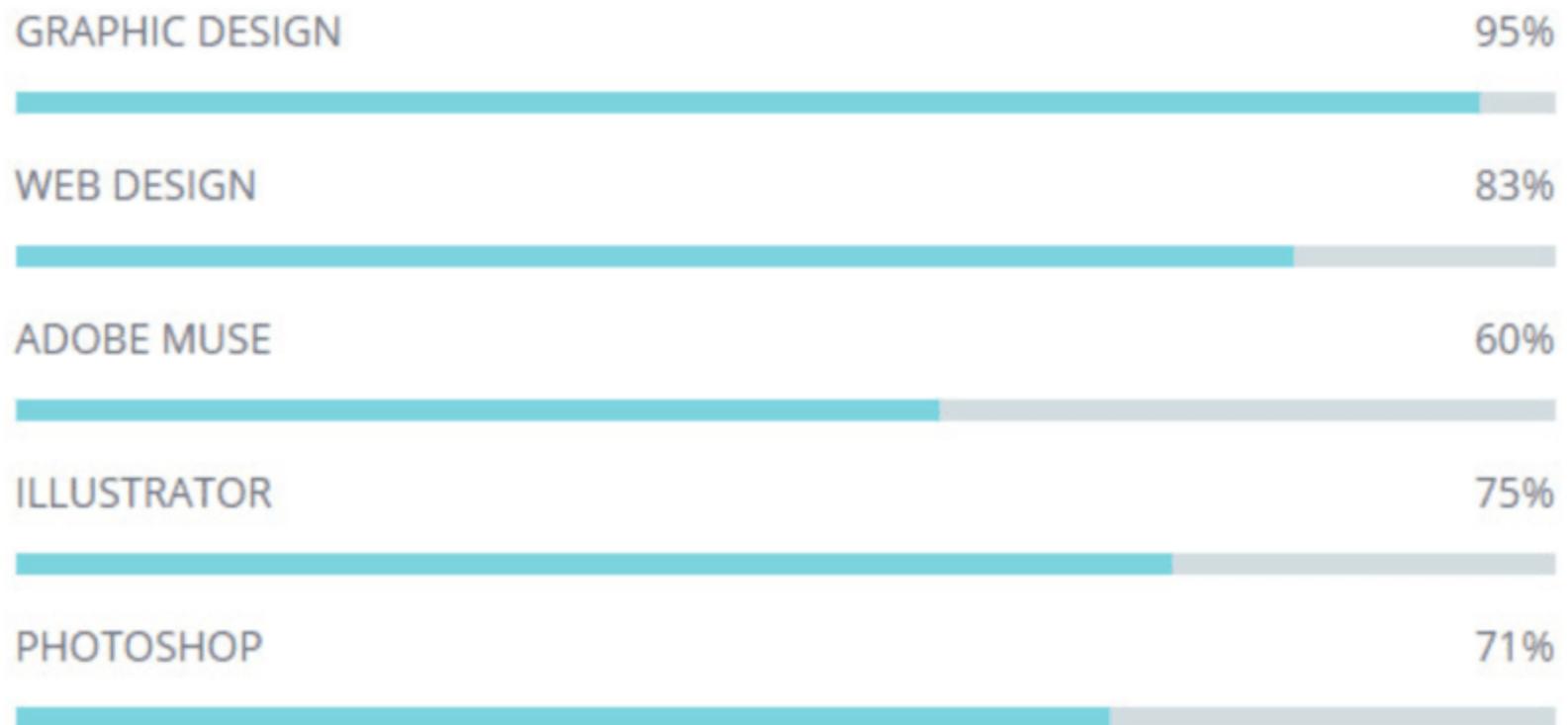


# Skills

**SQL** (MSSQL, Oracle SQL), **Python** (Numpy, Pandas, Sckit-learn), **Data Visualization** (Tableau, PowerBI, Google Sheets) **Machine Learning** (Supervised and Unsupervised Learning), **Deep Learning** (Keras, Tensorflow, PyTorch), Customer Segmentation & Retention Models), **Statistics**, **NLP** (Natural Language Processing), AWS, Analytical, decision making and problem-solving abilities, Strong communication skills



# Don't use progress bars





# Education and Certification

## CERTIFICATION

Applied Control Systems for Engineers / UAV  
Drone Control

Udemy 2021-01-17

MATLAB / SIMULINK

Udemy 2021-01-08

PMP®

İzmir Yüksek Teknoloji Enstitüsü 2020-12-01

## EDUCATION

Ph.D. Pharmacology and Molecular Signaling  
**Columbia University**

08/2011 - 11/2017 New York, NY, USA

- GPA 3.94/4.00

B.Sc. Chemistry

**Massachusetts Institute of Technology**

09/2006 - 06/2011 Cambridge, MA, USA

- Minors in Biology, Theater Arts
- GPA 4.5/5.0



# Resume format





# Best Job Search Websites





# İş Arama Web Siteleri





# Top 10 Job Search Websites of 2021



Indeed



Monster



AngelList



FlexJob



Glassdoor



Getwork



LinkedIn



Scouted



Ladders



Snagajob





# What Are the 5 Most Common Interview Questions?



Tell me about yourself



Why should we hire you



What are your strengths and weaknesses



Why do you want to work for this company



Where do you see yourself in 5 years



# 10 Tips to Succeed in Your Next Interview

- 1 Research the company and your interviewers
- 2 Practice your answers to common interview questions
- 3 Study the job description and note required skills, qualities and experience
- 4 Answer questions using the STAR method (Situation, Task, Action, Result)
- 5 Recruit a friend to practice answering questions
- 6 Be prepared with examples of your work
- 7 Plan your interview attire the night before
- 8 Prepare smart questions for your interviewers
- 9 Bring copies of your resume, a notebook and pen
- 10 Tie your answers back to your skills and accomplishments

## Most common questions asked by interviewers

Which questions do you typically ask a candidate in a job interview?



Tell me about yourself.

60%

Tell me about a challenge or conflict you faced at work and how did you deal with it?

57%

What are your greatest strengths?

51%

How did you hear about this position?

48%

What are your greatest weaknesses?

46%

Tell me about a time you demonstrated leadership skills.

44%

Why are you leaving your current position?

38%

Tell me about a time you made a mistake.

36%

What type of work environment do you prefer?

32%

How would your boss and coworkers describe you?

32%



thank you