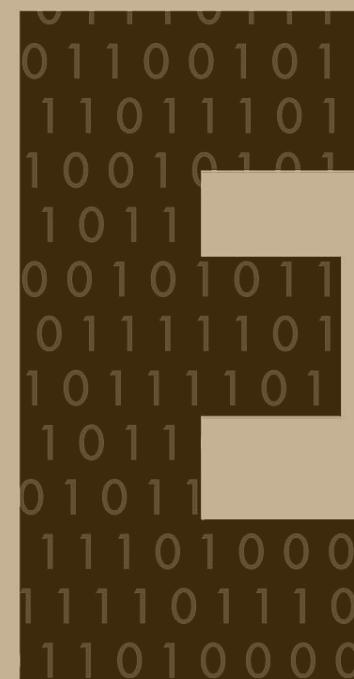
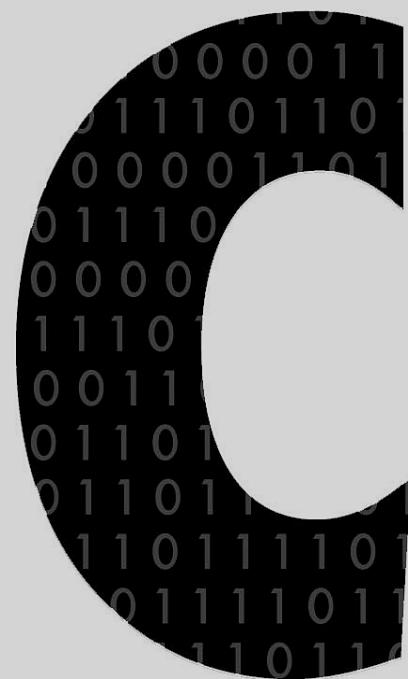
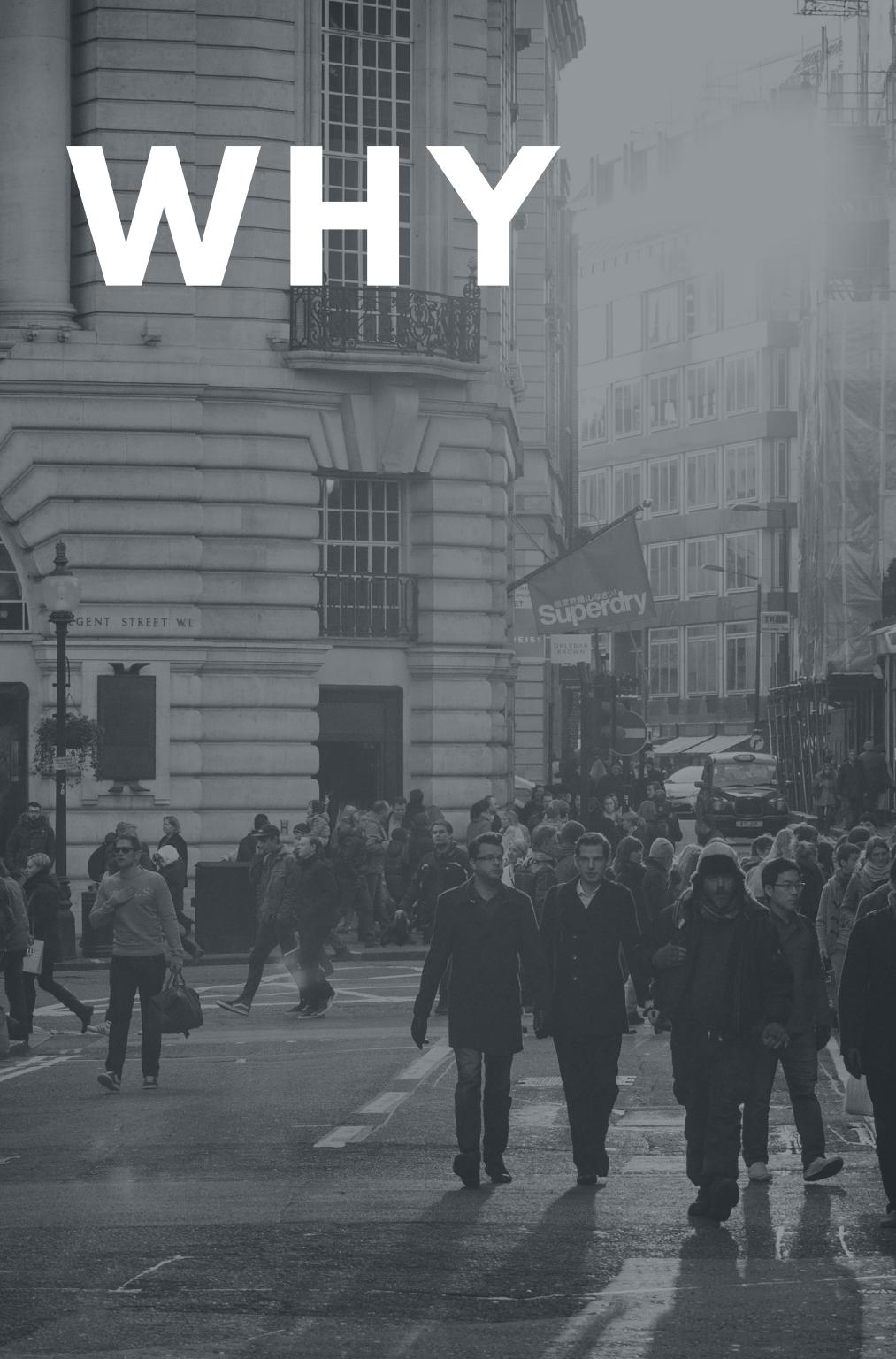


WOMEN WHO



R E S U M E
W O R K S H O P

TAIPEI



WHY

INTRODUCTION

RESUME

= Your Brand

[WWW.LINKEDIN.COM/IN/
WENDYSACCUZZO/](https://www.linkedin.com/in/wendysaccuzzo/)

PROGRAM



INTRODUCTION-
JANE, RACHAEL

RESUME
= Your Brand

TECHNICAL
INTERVIEW
Cracking the Code

PROGRAM

INTRODUCTION-
JANE, RACHAEL

R E S U M E
= Your Brand

**T E C H N I C A L
I N T E R V I E W**
Cracking the Code

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES:

Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

 Education

University of California, Berkeley

Economics, B.A.

2010 – 2014 (expected)



 Volunteer Experience & Causes

Big Buddy

Skyline High School

September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

 Skills & Expertise

Most endorsed for...

12 Economics



11 Start-ups



10 Due Diligence



10 Venture Capital



10 Management



 Honors & Awards

The Achievement Award Program

UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.

 Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.



Experience

Venture Capital Internship

Berkeley Ventures

May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

INTRODUCTION
TO VENTURE
CAPITAL

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures



Organizations

Berkeley A Capella

Lead Singer

March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

BERKELEY VENTURES

UPGRADE YOUR RESUME :

REPLACE YOUR OBJECTIVE STATEMENT WITH AN EXECUTIVE SUMMARY

Objective Statement

Example

"OBJECTIVE - To obtain a research position as an analytical chemist at a leading biopharmaceutical company"

What a hiring manager sees

- ✗ Tells hiring manager what they already know
- ✗ Focuses on what you want

Executive Summary ("The Elevator Pitch")

"Meticulous bioanalytical chemist with 7 years of mass spectrometry experience developing applications for novel ionization techniques, specializing in proteomics and chemical analyses"



- ✓ Articulates your value to the employer
- ✓ Ensures clear understanding of your selling points
- ✓ Emphasizes your key strengths

PERSONALITY INTO YOUR RESUME



[HTTPS://WWW.THOUGHTC
O.COM/ACTIVE-
ADJECTIVES-FOR-YOUR-
RESUME-1098415](https://www.thoughtco.com/active-adjectives-for-your-resume-1098415)

Determined
Hard-working
Diligent
Trustworthy
A Team-player
Motivated
Reliable
A Self-starter
Loyal
Studious
Attentive
Conscientious
Industrious
Persistent
Dynamic
Energetic
Enterprising
Enthusiastic
Aggressive
Consistent
Organized
Professional
Methodical
Skillful
Passionate

PRACTICE YOUR ELEVATOR PITCH

GROUP PROJECT

SUMMARY

= Your Team Summary

VALUE

Selling Points +
Strengths

Skills

KEYWORDS

Companies adopted applicant tracking systems (ATS) because of their efficiency. Instead of a person reading every resume individually—commonly hundreds of resumes per open position—an ATS can scan an entire database of resumes from keywords and criteria at once, freeing up recruiters to focus on the top-ranking candidates.

[HTTPS://WWW.THEMUSE.COM/ADVICE/A-JOB-HUNTERS-GUIDE-TO-GETTING-YOUR-RESUME-PAST-THE-ATS-AND-INTO-HUMAN-HANDS](https://www.themuse.com/advice/a-job-hunters-guide-to-getting-your-resume-past-the-ats-and-into-human-hands)

RESUME KEYWORD TOOL

<https://www.jobscan.co/>

Data Scientist Skills

KEYWORDS

- Adaptability
- Algorithms
- Algorithmic
- Analytical
- Analytical Tools
- Analytics
- AppEngine
- Assertiveness
- AWS
- Big Data
- C++
- Collaboration
- Communication
- Computer Skills

[HTTPS://WWW.THEBALANCE.COM/LIST-OF-DATA-SCIENTIST-SKILLS-2062381](https://www.thebalance.com/list-of-data-scientist-skills-2062381)

FIND THEM

Write Down on Your
Paper

Your Name

Youremail@gmail.com * 415.555.1212
www.linkedin.com/in/firstname.lastname

Qualifications Summary

- Experienced in technical recruiting, career development, sales, technology, and higher education.
- Polished oral, written and interpersonal communication skills.
- Skilled at building relationships, managing projects and establishing and achieving goals.

Education

California State University, Sacramento 2013
Master of Science, Counseling (Career Specialization)

University of California, Davis 1999
Bachelor of Arts, Political Science
Minors, French and History

Projects

Katrina Kennedy Training March 2013- present
Workshop Facilitator/Independent Contractor

SIATech (School for Integrated Academics & Technologies) 2012
Grant Writer/Project Manager

Professional Experience

Women Who Code Feb. 2014- present
Director of Career Development

- Implemented career development curriculum for the tech community in San Francisco, including job search workshops and community outreach, using Twitter, LinkedIn and Meetup.com.
- Facilitates private career strategy sessions for members of this non-profit organization.

Riviera Partners, San Francisco July 2013- present
Career Development Specialist/Account Manager

Professional Experience

Women Who Code

Feb. 2014- present

Director of Career Development

- Implemented career development curriculum for the tech community in San Francisco, including job search workshops and community outreach, using Twitter, LinkedIn and Meetup.com.
- Facilitates private career strategy sessions for members of this non-profit organization.

Riviera Partners, San Francisco

July 2013- present

Career Development Specialist/Account Manager

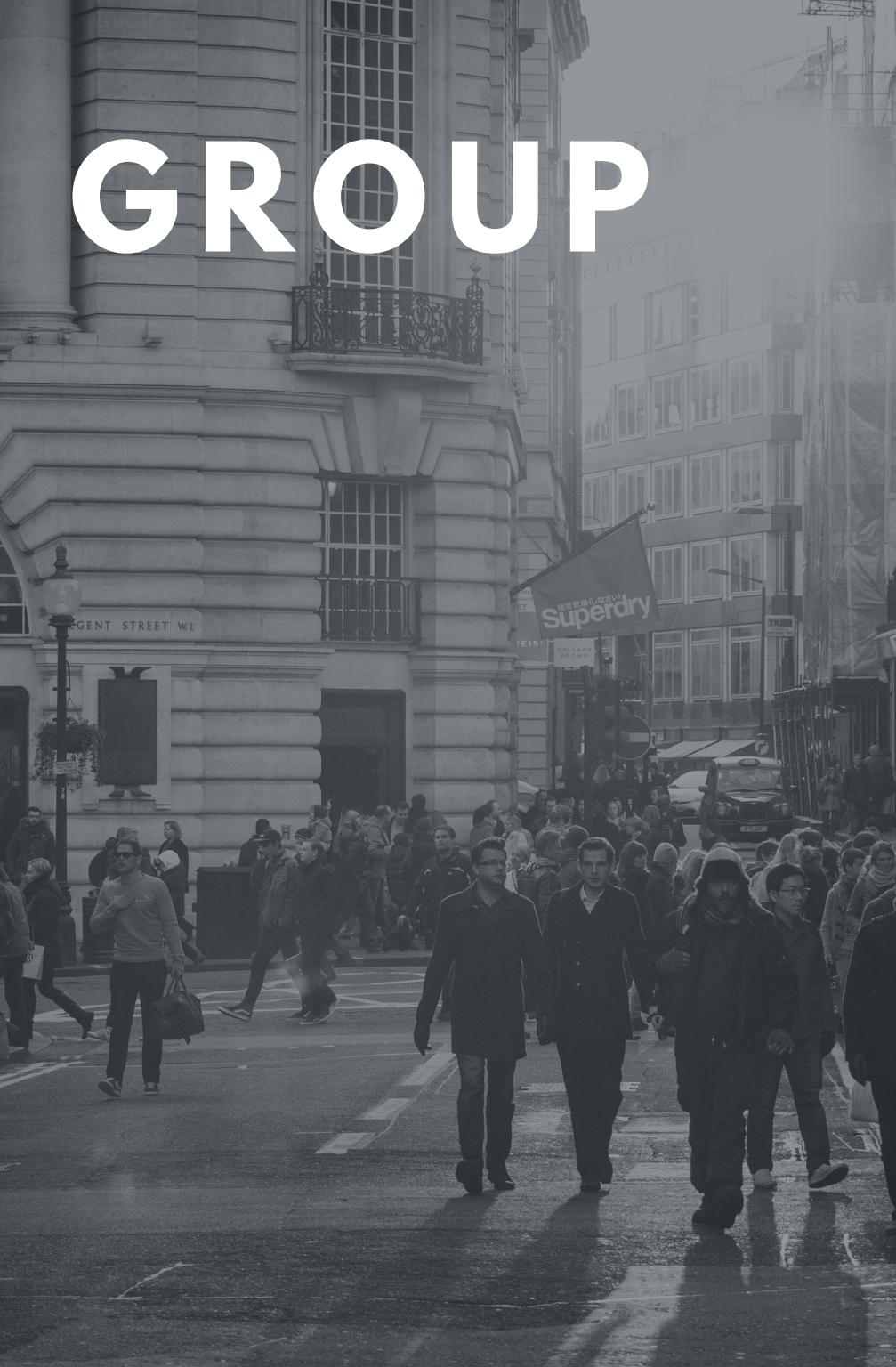
- Assist founders of seed-funded through Series C startups with building their engineering teams.
- Manages 40+ active job openings for my portfolio of clients. Open roles I specialize in include Android and iOS engineers, frontend and backend engineers, designers and data scientists.
- Placed first engineer within 3 months of start date.

Memberships

• WomenWhoCode, Member

2014- present

GROUP



INTRODUCTION

The importance of Groups on LinkedIn:

- o Find your most relevant group for your industry and interests, and join.
 - § University alumni groups for any school you attended.
 - § Secret email strategy- email potential connections through a mutual group for free, without being a connection.

NETWORK



LINKEDIN

Build your network:

- o Add LinkedIn to your email signature
- § Personalize your URL, and claim your public profile
- § (Edit Profile > Public Profile > Customize Your Public Profile > Your public profile URL > Customize)

Next Week- Bring Your Resume

TAIPEI@WOMENWHOCODE.COM