Sample Resume

Jin Wang

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Education

Harvard University, Extension School

Master of Liberal Arts, Information Management Systems   May 2018
GPA 4.0
- Class Marshall Award
- Dean's List Academic Achievement Award
- Data Science Project: Financial Market Analysis Using Machine Learning
- Capstone Project: Enterprise Data Lake

University of Malaya

Bachelor of Computer Science   June 2009

Technical Skills

• Machine Learning	• Python/Scikit-learn	• Spark	• Data Visualization
• Quantitative Analysis	• Cloud Computing	• Hadoop	• Java/C#
• Unix Scripting	• Oracle/SQL Server	• PLSQL/T-SQL	• Data Warehouse/ETL
• RDBMS Tuning	• Network Protocals	• Agile & DevOps	• Web Development

Professional Experience

Rande Corporate & Investment Banking   Detroit, MI
Associate – Information Technology   September 2013 – Present
- Lead a team of 6 people to manage, operate, and support low latency post-trade brokerage platform
- Improved the performance of straight-through processing by tuning database applications
- Reduced number of major incidents by 23% through problem management
- Automate manual back-office processing through scripting and automation engine
- Actively participate and contribute to the internal data science project initiatives

Olson Financial   Singapore
Associate – Information Technology   February 2011-September 2013
- Built a new application support team of 5 people focusing on post-trading straight-through processing and data warehouse extract-transform-load processing
- Designed and implemented global application monitoring platform.
- Eliminated 80% of manual checks for trading support, and decreased SLA breaches for client reporting by 15%

PS Engineering Information Ltd. Singapore
Software Developer – Technology Office July 2010 – January 2011
- Built Command & Control System for Singapore Civil Defence Force using C# .NET WCF Services
- Integrated proprietary software components with commercial off-the-shell software product

Well Beijing, China
Software Developer June 2009 – June 2010
- Built supply chain management system using Java Spring/Hibernate Framework and Service Oriented Architecture
- Improved the performance of real-time business activity monitoring report and reduce the report response time by more than 50%

Silver Technologies Ltd. Singapore
Software Developer May 2008 – May 2009
- Developed web-based Point of Sale (POS) application using C# .NET for a multinational fashion retailer
- Researched and implemented RFID authentication software module

Certifications

- 4-course graduate-level certificate in Data Science, Harvard University   January 2018
- ITIL Foundation V3   January 2015
- Project Management Professional (PMP)®   March 2013
- Certified Salesforce Developer   October 2012

SAMPLE RESUME

Nadia Smythe
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linkedin.com/in/youracct/

EDUCATION

HARVARD UNIVERSITY EXTENSION SCHOOL   2014 - 2016
Master of Liberal Arts, Management
- Recipient of Dean´s List Academic Achievement Award
- Selected for the Venture Incubation Program at Harvard Innovation Lab and winner of Stretch Award 2016

UNIVERSIDAD NACIONAL AUTONOMA DE MEXICO   2001- 2006
Bachelor of Business Administration in Marketing
- Graduated from Honors Program, Rank 1
- College Student of the year 2006 awarded by Expansion Time Warner Magazine
- Recipient of L'Oréal Excellence Award 2006

PROFESSIONAL EXPERIENCE

AGENDA28   September 2012- Present
CO-FOUNDER/ DESIGN STRATEGY DIRECTOR
- Founded design studio specialized in social impact that develops integral design strategies to increase effectiveness of social initiatives and empowers young designers from underserved communities in Mexico
- Led 20 design projects for nonprofits and social enterprises in the U.S., Mexico, India, Zambia, Australia, Switzerland
- Won Most Innovative Idea at Educational Innovation and Social Entrepreneurship Conference at Harvard - May 2015

ENTERPRISSE DE MEXICO   November 2008 – January 2014
MARKETING & SALES DIRECTOR
- Led the Marketing and Sales teams achieving a company growth of 163% in 5 years
- Reinforced the brand by redesigning the corporate identity and executing online marketing campaigns
- Improved the customer service by implementing a new Sales Methodology, a CRM and a Loyalty Program
- Developed a new Corporate Strategic Planning methodology and coordinated all related activities
- Expanded operations to 9 new countries in Latin America

OPTICIANE MEXICO   January 2008 – October 2008
PR & MEDIA EXECUTIVE
- Managed the PR activities for 16 eyewear brands
- Planned events for Tiffany, Chanel, and Ralph Lauren winning best congress planner 2008 (Convenciones Mag.)
- Coordinated media campaigns for RayBan, Vogue and Prada
- Accomplished $1,300,000 USD in Clipping (free advertisement)

CLAIROLE MEXICO   March 2006 – December 2007
PREFERENCE BRAND MANAGER
- Performed the marketing activities including forecasts, new products launch, advertisement and promotions
- Led the Casting Crème Gloss and Color Rays market research
- Achieved 15% in annual growth vs 0.5% budgeted
TRAINEE: Managed the Mexico City's point of sales team
INTERNSHIP: Supported Paris' hair color brands with sales forecasts, design of promotions and PR events

VOLUNTEER EXPERIENCE
- **INCUBATEC**- Mexico City (January 2005 – May 2006): Coordinator of entrepreneurs program
- **ARTE NAJEL**- Chiapas, Mexico (July 2005 – March 2006): Marketing advisor for fair trade project
- **POLE**- Nairobi, Kenya (August 2012): Assistance to Mercy Community School to develop business plan

Jesse Jayant

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Summary

Results-oriented finance professional with over 10 years of experience in publicly traded and privately held enterprises. Proven track record in complex and capital-intensive global industries, delivering value and innovation in Finance, Strategy, and Corporate Planning.

Core Competencies

• Financial Analysis	• Budgeting	• Strategic Planning	• Month-End Close
• Forecasting	• Business Planning	• Reporting	• Capital Planning
• M&A	• Financial Modeling	• Valuation	• Project Planning

Experience

USA Airlines, Chicago, IL

Sr. Financial Analyst, Information Technology Financial Planning   **2011 - 2018**

- Developed and monitored a $1B annual Information Technology (IT) budget for 2012 & 2013.
- Tracked spending against budget and project progress to ensure effectiveness of financial controls and accuracy.
- Prepared and presented monthly, quarterly, and annual spending reports to CIO.
- Implemented new technology (SharePoint Portal) and processes to facilitate monthly reporting that decreased reporting cycle by over 40%.
- Constructed a comprehensive monthly forecasting model to reduce forecast cycle time from 2 weeks to under 4 days.
- As a member of USA's Chapter 11 Restructuring Team, conducted sensitivity analysis to re-negotiate 30 IT vendor contracts that resulted in 15% savings.

Dream Properties, Bangalore, India

Sr. Financial Analyst, Finance & Strategic Planning   **2010 - 2011**

- Analyzed and recommended to the CFO and CEO viable business investments in Real Estate projects and lease commitments ($5M-$25M).
- Identified redundancy in processes and personnel that allowed $3M of annual expenses to become a source of revenue.
- Led a team of 7 professionals to identify revenue potential and optimization as key drivers of future portfolio strategy.

USA Airlines, Chicago, IL

Sr. Financial Analyst, Human Resources Finance   **2009 - 2010**

- Divisional controller, leading financial reporting and analysis, accounting, budgeting, P&L optimization for $200M HR division including Compensation, Vendor Management, Retirement.
- Led effort to right-size USA's unionized workforce. Reduced total headcount by approximately 800 FTEs, resulting in annualized savings of $60M.
- Modeled and presented the financial structure of USA's variable compensation & bonus plans to executive management.

Sr. Financial Analyst, Operations Business Planning   **2008 - 2009**

- Directed the implementation of a $50M technology project at over 10 major US Airports (including Dallas/Fort Worth, Chicago, New York, Miami, Los Angeles) that scaled to support over 15,000 employees, increased productivity by 12%, and reduced lost baggage expenses by 8%.
- Built the Checked Baggage Fees Model and projected revenue stream ($12M) by forecasting the change in passengers' baggage check-in behavior.
- Developed an optimization model to define refurbishment strategy for over 300 ground service equipment that led to $2M savings.
- Designed USA's Rent Pricing Model to determine lease commitments for all US airports.

USA Owl Airlines, Chicago, IL

Financial Analyst, Financial Analysis & Capital Planning   **2006 - 2007**

- As a member the Finance Integration Team, collaborated with Merrill Lynch to develop a spinoff report to provide guidance and enable departments estimate post spin-off revenue and cost synergies.
- Assessed departmental needs and partnered with internal customers on the composition of USA's capital plan for 2008 ($500M).
- Served as a liaison between Corporate Planning and Capital Planning; analyzed and acquired funding of $120M for large capital projects in 1 year.
- Identified and implemented cost-saving initiatives of $250K through ground service equipment optimization at 60 US airports.

Alpro Laboratories, Detroit, MI   **2006 - 2006**
Financial Analyst, Finance & Business Planning
- Re-designed the revenue forecast model to reduce budget preparation time by 30% in 4 months.
- Analyzed and recommended the CFO to adjust product production based on competing companies' market share for multiple product lines.

Morgan Firm, Wood, MI   **2005 - 2005**
Intern
- Assisted portfolio managers in analyzing stocks and mutual funds for prospective and existing clients.
- Participated in client financial planning discussions and quarterly portfolio review.

Education
Harvard University, Extension School, Cambridge, MA   **May 2017**
Master of Liberal Arts - Management
- Dean's List, GPA 3.89

Professional Graduate Certificate – Organizational Behavior   **May 2017**

Kalamazoo College, Kalamazoo, MI   **December 2005**
Bachelor of Business Administration - Finance
- Summa Cum Laude, Dean's List, GPA 3.92

Additional Information
- **Cultural Experiences:** Visited over 30 countries in 4 continents and lived in 3 countries
- **Social Impact:** Susan G. Komen Walk Fundraising – Member (2012-2013), Mother Teresa Missionaries of Charity - Committee Member (2010-2011), Big Brother Big Sister – Member (2008)
- **Personal Interests:** Avid reader, traveller, bicyclist

SAMPLE RESUME

Jacob A. McLean
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you@post.harvard.edu • (555) 555-5555

Education

HARVARD UNIVERSITY Extension School
Master of Liberal Arts, Information Management Systems   May 2015

- Dean's List Academic Achievement Award recipient
- Relevant coursework: Trends in Enterprise Information Systems, Principles of Finance, Data mining and Forecast Management, Resource Planning and Allocation Management, Simulation for Managerial Decision Making

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Bachelor of Arts in Computer Science with Mathematics minor   May 2008

Professional Experience

STATE STREET CORPORATION   Boston, MA
Principal –Simulated Technology   December 2011 – July 2013
- Led 8 cross functional, geographically dispersed teams to support quality for the reporting system
- Improved process efficiency 75% by standardizing end to end project management workflow
- Reduced application testing time 30% by automating shorter testing phases for off cycle projects
- Conducted industry research on third-party testing tools and prepared recommendations for maximum return on investment

FIDELITY INVESTMENTS   Boston, MA
Associate – Interactive Technology   January 2009 – November 2011
- Initiated automated testing efforts that reduced post production defects by 40%
- Implemented initiatives to reduce overall project time frames by involving quality team members early in the Software Development Life Cycle iterations
- Developed a systematic approach to organize and document the requirements of the to-be-system
- Provided leadership to off-shore tech teams via training and analyzing business requirements

L.L. BEAN, INC.   Freeport, ME
IT Consultant   June 2008 – December 2009
- Collaborated closely with the business teams to streamline production release strategy plans
- Managed team of five test engineers to develop data driven framework that increased application testing depth and breadth by 150%
- Generated statistical analysis of quality and requirements traceability matrices to determine the linear relationship of development time frames to defect identification and subsequent resolution
- Led walkthroughs with project stakeholders to set expectations and milestones for the project team

Technical Expertise

MS Excel, PowerPoint, Relational Databases, Project Management, Quantitative Analysis, SQL, Java

Additional

Organized computer and English literacy workshops for underprivileged children in South Asia, 2013
Student Scholarship Recipient, National Conference on Race and Ethnicity, 2007-2008

SUSAN R. SMITH
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EDUCATION

Master of Liberal Arts, Finance
Harvard University, Extension School, Cambridge, MA (May 2016, GPA 3.85)

Bachelor of Science, Biomedical Engineering

Carnegie Mellon University, Pittsburgh, PA (December 2003, GPA 3.78)

Level II Candidate CFA Program

PORTFOLIO MANAGEMENT PROJECT

HARVARD UNIVERSITY - Investment Management Course   **Spring 2014**
Final project (Bill and Melinda Gates Foundation Asset Trust)
- Group leader and Fixed Income manager
- Diversified portfolio achieved a risk - adjusted 11% annual return, preserving wealth and satisfying yearly distribution goals
- Usage of Black-Litterman and Mean-Variance Optimization modeling and Bloomberg database
- Team ranked highest among all groups of the Investment Management class

PROFESSIONAL EXPERIENCE

SYNOPSIS, INC., MARLBOROUGH, MA   **2011 – Present**
Senior Application Consultant II - Synplicite Product Sales

Synopsis is a publicly-traded provider of software for ASIC and FPGA microchip design serving Fortune 500 companies. Synopsis purchased Synplicite in 2008.

Demonstrated Revenue Growth:
- Earned 120% of quota via pivotal technology solutions and key relationships
- Achieved 150% of quota in 10 month period by expanding product usage

Proven Leadership:
- Implemented synthesis flow for top storage provider, resulting in client's record purchase of Synplicite products
- Selected by senior management to support eastern Canada accounts and assist team in growing FPGA business
- Selected as Synplicite Track Leader for Boston Synopsis User Group event with 400+ clients, team earned top rank
- Lifted team capabilities, personally identifying and hiring new application consultant

Technology Investment Management:
- Year-over-year proven results and support reliability resulted in tier one customers increasing their annual, multi-million dollar software investment by 24%

SYNPLICITE, INC., ANDOVER, MA   **2003 – 2011**
Senior Field Application Engineer - Synplicite Product Sales

Demonstrated Revenue Growth:
- Consistently triggered revenue growth, generating 20% sales growth for 5 consecutive years
- Increased military account booking by 50%, by establishing product value and performance

Technology Investment Management:
- Recommendations, results, and proven support record resulted in industry leading storage and router firms to transition to new microchips and software across their entire product lines

Proven Leadership:
- Recognized by executive management for building excellent relationships with top accounts and industry partners and for positioning solutions versus leading competitors
- Drove development and implementation of top selling features for structured ASIC and verification software
- Eliminated competition at critical accounts and averted ASIC designer division layoff for telecommunication provider
- Collaborated with teammates and marketing management to uncover new business opportunities and strengthen relationships with high-profile military, telecommunication, processor, and storage accounts
- Promoted to Senior Field Application Engineer
- Promoted to Field Application Engineer
- Hired after completing challenging summer internship, quickly developed expertise in digital design languages