



RESUME WORKSHOP

BRANDON DIAZ-LOPEZ

OUTLINE

Resume

- Resume Format (basic contents)
- Professional Summary
- Skills
- Job Bullets
- Education
- Education Bullets
- Cover Letter
- Portfolio

Interview

- Phone Screening
- How to discuss Salary Expectations
- Behavioral Questions
- Initial Interview
- Technical Interview
- Final interview

RESUME FORMAT

Basic Principles

- Single Spaced (only do double if you need to fill up space)
- Section font size should be one size up from the rest of the resume. Bold if you want, not needed.
- Stack Sections on bullets. Leave a space between sections, and don't stack paragraphs.
- Never center anything on a resume.
- Education section is almost always after work experience.
- There should only be 3-5 bullets per job experience.

Content

- Name
- City/State/ Zip code
- Phone number
- Email
- linkedin/portfolio URL
- Located on the top of the resume

BRANDON DIAZ-LOPEZ

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www.linkedin.com/in/brandon-diaz-lopez-

Portfolio: <https://brandondiazlopez.github.io/BrandonDiaz-Lopez2.github.io/>

PROFESSIONAL SUMMARY

Professional Summary

- (optional, but recommended)
- Located on the Top of the Resume
- FIRST THING the employer sees (outside of cover letter)
- Basic introduction to employer
- You want to have 30,000-foot view; don't get too detailed

Ex. IT Professional vs Data Analyst

■ Old Summary :

PROFESSIONAL SUMMARY

Data Analyst | Database Administrator and Military Veteran with an Active Secret Security Clearance leveraging a background in providing Enterprise business solutions across large scale physical and virtual environments. Possess a comprehensive background in making executive recommendations, records management, enhancing strategic partnerships, and continuous improvement processes. Proven performance in linking organizational vision with the delivery of desired results through empowerment, development, and utilization of people, processes, and technology.

■ New Summary:

PROFESSIONAL SUMMARY

IT Professional and Military Veteran with an Active Secret Security Clearance. Over 9 years' experience in providing Enterprise business solutions across large scale environments. Proven performance in linking organizational vision with the delivery of desired results through empowerment, development, processes, and technology.

SKILLS

Skills Format

- Located on the top of bottom of the resume
- Putting skills that match with the skills on the job posting is an easy way to stand out to a recruiter. You want to put the appropriate soft and Hard skills
- Soft and Hard skills
 - Soft Skills = Leadership, Teamwork, Critical Thinking
 - Hard Skills = Python, Power BI, Tableau
- Examples of Hard and Soft Skills :
<https://www.waldenu.edu/school-of-lifelong-learning/resource/what-is-the-difference-between-hard-skills-and-soft-skills>
- Skills such as “Process Automation” and “Data Management” are just as important as software level skills like “Python” and “SQL”

Skills

- | | | |
|-------------------------|-----------------------|--------------|
| • Data Trend Analysis | • SAS | • Salesforce |
| • Power BI | • Database Management | • Tableau |
| • Process Automation | • Python | • R |

JOB BULLETS

Bullet Format

- These are your main talking points (this and your education bullets.
- When constructing a work bullet, you want to make sure your sentences have the three following principles:
 - What you did
 - How you did it
 - And what was the result
- These basic principles will help you construct some powerful bullets

JOB BULLETS CONT.

Breakdown

- What you did:
 - What action did you perform? Use strong verbs like Optimized and streamlined. Use a thesaurus.
- How you did it:
 - What software did you use, or what method did you use? Get more specific.
- What was the result:
 - What value did you add to the company? Did you increase work proficiency? Did you cause the company to change their policies to better suit the company? Try your best to quantify this.
- Legend :
 - What you did
 - How you did it
 - What was the result

Examples:

- Before:
 - Created, maintained, updated, and enforced configuration policies and process documentation to maintain code integrity through the development lifecycle.
- After:
 - Optimized current configuration policies and procedures by auditing current procedures to maintain code integrity through the development lifecycle, which led to increased work efficiency and man hours by 25%.
- Before:
 - Assessed and identified adverse trends, isolating potential problem areas for further investigation; gathered and presented findings to senior leaders in a timely manner.
- After:
 - Conducted rigorous analysis of data to assess and identify adverse trends, by isolating potential problem areas during analysis investigation, which led to stakeholders improving maintenance procedures and spearheaded passing rates for several KPIs over a five-year period.

EDUCATION

Format

- Located at the top UNLESS you have work experience. Then you will put it below your work experience
- Degrees
- Certifications
- Additional Schooling (such as technical schools)

Education

Master of Science in Data Analytics, University of Central Florida, Exp. Graduation Date: 2024

B.S in Interdisciplinary Studies, magna cum laude, Park University, 2021

A.A.S. Science in Maintenance Production Management, Community College of the Air Force, 2022

EDUCATION BULLETS

Format

- Located at the top unless you have job experience
- This section is almost identical to the job bullet section. The main difference is you might not be able to quantify your results in the same way you would with a job. And that is okay!
- Degree, School, Expected grad date
 - Relevant course work/ Project bullet
- You can either put 3-4 classes as your relevant course work or if you need to add some experience, do 3-4 projects worth of bullets.
- You can Only put part of the project that you did specifically, don't try to fluff your part in the project.

EDUCATION BULLETS EXAMPLES

Example with project

Education

Master of Science in Data Analytics, University of Central Florida, Exp. Graduation Date: 2024

Relevant Coursework

- Machine Learning – Predicted 1,000 rows of Sales data for a Machine Learning project by using the Supervised Learning Algorithms, which helped me understand how to implement this algorithm in a business setting.
- Data Mining – Mined 1 million rows of data from excel to AWS database; By developing several Python scripts and implementing them; This helped me understand how to clean data and integrate it to a relational database.

Example without project

Education

Master of Science in Data Analytics, University of Central Florida, Exp. Graduation Date: 2024

Relevant course work:

- Machine Learning – Studied predictive and supervised learning models, gained understanding how to perform basic predictive models.

Example with multiple courses

Education

Master of Science in Data Analytics, University of Central Florida, Exp. Graduation Date: 2024

Relevant course work:

- Machine Learning, Data Mining, Data Visualization, Statistical Analysis

COVER PAGE

Professional Summary

- (optional, but recommended)
- Separate file altogether
- FIRST THING the employer sees (outside of Professional Summary)
- The main difference between this and a professional summary is the Cover letter is specific to the current job you are trying to apply for.
- Address your strengths and shortfalls
- Relate your experience to the current job roles that you are applying for
- Read the job posting and add the specific key words
- Link to example: <https://www.uncp.edu/sites/default/files/2018-12/Cover%20Letter%20Guide.pdf>

PORTFOLIO

Format

- Located at the top of the resume.
- Sections:
 - About me – let the employer get to know you
 - Projects
 - Hypothesis
 - How you cleaned the data
 - Methods you are using
 - Visualizing the data
 - Your findings
- Portfolio Build:
 - Alex the Analyst's guide
<https://www.youtube.com/watch?v=oedwh0KYeUs>
- Portfolio Contents:
 - <https://www.coursera.org/articles/how-to-build-a-data-analyst-portfolio>

Example

- https://brandondiazlopez.github.io/Resume_Portfolio/

FULL RESUME EXAMPLE

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PROFESSIONAL SUMMARY

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PROFESSIONAL EXPERIENCE

Advantur Systems – Orlando, FL

July 2021 – Current

Configuration Management Analyst

- Audited and integrated 3K equipment information into Salesforce Database by utilizing dataloader.io, which led to increased tracking capabilities and performance outputs leading to increasing efficiency by 20%.
- Improved folder organizational structure by creating new efficient SOPs to support over 4K documentation, which saved roughly 10% in man hours.
- Optimized current configuration policies and procedures by auditing current procedures to maintain code integrity through the development lifecycle, which led to increased work efficiency and man hours by 25%.

United States Air Force – Technical Sargent (E6)

May 2014 – Aug 21 (Active Duty USAF)

Senior Data Analyst | Senior Database Administrator

Aug 21 – Current (USAF Reserves)

- Provided 24/7 database support to the entire Air Force Aircraft Maintenance fleets, by solving complex database issues using SQL knowledge, which increased accuracy for 250K USERS and 104 military installations by 10%.
- Conducted rigorous analysis of data to assess and identify adverse trends, by isolating potential problem areas during analysis investigation, which led to stakeholders improving maintenance procedures and spearheaded passing rates for several KPIs over a five-year period.
- Audited 609 user-profiles and identified 27% errors while reviewing Integrated Maintenance Data System (IMDS) manning integrity; resulted in a 40% improvement to manning statistics over a 10-month period.
- Supervised fleet health of 88 Drone and Fighter Aircraft by evaluating IT business methods and practices, which led to decreasing man hours by 10% while increasing work proficiency by 12%.
- Maximized Drone Aircraft availability by using regression statistical methods to identify an increasing negative trend, which resulted in a reduced expenditure of 2M\$, and an increased work proficiency by 50%.
- Investigated common drone breaks and write ups by using regression analysis methods, which drove the Air Force headquarters to review and change common Aircraft practices.

Skills

- Data | Trend Analysis
- Power BI
- Process Automation
- SAS
- Database Management
- Python
- Salesforce
- Tableau
- R

Education

- **Master of Science in Data Analytics**, University of Central Florida, Exp. Graduation Date: 2024
- **Relevant course work:**
 - Machine Learning, Data Mining, Data Visualization, Statistical Analysis
- **B.S in Interdisciplinary Studies**, magna cum laude, Park University, 2021
- **2R071 Crafts Man Class, Aircraft Maintenance Analysis**, United States Air Force, 2021
 - 80+ hours of statistical theory, investigative analysis, and mathematical training.
- **Airman Leadership School**, United States Air Force, 2020
 - 240+ hours of human resource management, ethical leadership, and public speaking.
- **A.A.S. Science in Maintenance Production Management**, Community College of the Air Force, 2020
- **2R051 Journey Man Class, Aircraft Maintenance Analysis**, United States Air Force, 2015
- **2R031 Apprenticeship Class, Aircraft Maintenance Analysis**, United States Air Force, 2014
- **Basic Military Training**, United States Air Force, 2014

INTERVIEW

Outline

- Typically, there are a few rounds of interviews, especially in IT.
- First one is usually a phone screening, then an initial interview (webcam or in person), then a technical interview, and depending on the company, there might be a fourth interview.

PHONE SCREENING

Procedure

- This is usually done by a HR employee
- The purpose is to weed out any unqualified candidates
- Do further research on the company and the type of practices and methods that they use. Typically, you can google the job title for that company and find articles and better explanations of it
- Try to see how well your experience from your resume lines up with what they are looking for
- This is where you ask basic questions like how big the team is and what your hours are like, and sometimes even the salary range

Salary

- NEVER discuss your current salary. And never tell them what you are looking for.
- ALWAYS ask them for a salary range. And then tell them that is something you can expect or not expect. Initial Interview
- Link to help better explain:
<https://www.tiktok.com/t/ZTRsb6G4Y/>

BEHAVIORAL QUESTIONS

Behavioral Questions

- Once you get past the initial phone screening, you want to prepare yourself for behavioral questions.
- Behavioral questions are additional questions that the employer will ask about you. More specifically how you handled a situation. The following are some examples :
 - “Tell me a time where you improved a process”
 - “Tell me a time when you failed at a process”
- Answering these questions strongly will set you apart from other candidates
- The good news is that you can use your bullet format to answer these questions. However, you want to be more intentional on painting the WHOLE picture. Try to remember that they didn't work at your company

Tips

- You will need to describe what the company does and the goals of your department.
- Then you will discuss the software you use, or how you document data, and what some company terms means.
- Then you describe the problem that you were trying to solve.
- Then how you accomplished solving it. Walk them through the process. Be as detailed as possible.
- Then you describe what the end results were. How did it impact the company? Did it save them money? Did you make their information more accurate? Did you save man hours?

INITIAL INTERVIEW

Procedure

- This interview can happen in person or over zoom
- This interview will happen with either a co-worker or the supervisor
- Spend more time researching the company and their processes
- Prepare answers for numerous behavioral questions

TECHNICAL INTERVIEW

Procedure

- If you get this interview, it means that they are seriously considering you as a candidate, so you want to prepare accordingly
- This is where you do research on the software that they specifically ask you to do
- You can typically gain some of this information by asking what they use this software for in the initial interview
- Two types of technical interviews:
 - First: You are given a prompt and a dataset. Then you are going to be asked to perform coding methods, like the one in the portfolio.
 - Second: They ask you to code while asking your train of thought, how did you come to this conclusion.

Examples

- I was extremely limited on the resources I could use. I was only able to code on what I knew, and I wasn't allowed to use any resource to help me code. So, in this instance, I must know how to code based on the job description.
- The second type of interview allowed me to look up the code and use the resources needed to code.
- I have done both types, with the former leading to me being rejected, and the latter leading to me being accepted. There are pros and cons to both types of technical interviews, my personal preference being the second type just due to it being about knowing methodology and techniques and not memorizing code. With that in mind, make sure you practice coding without resources as well as using resources.

FINAL INTERVIEW

Procedure

- Every job is different, so you must play it by ear. You might have a final interview, and you need to try and tailor it to what the responses of the employer are. However, if you're at the end and they offer you a job, consider your options and accept it or try to negotiate.



QUESTIONS?