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Jonathan Javier

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3mo •

LinkedIn: I'm breaking down step-by-step the [#resume](#) that I had after having my first job at Snap Inc.

I promise you it'll help you in your [#JobSearch](#), so feel free to share with those who are also on the journey (And if you need your resume reviewed, I do these for free weekly, submit here if so: <https://bit.ly/3CkPkVC>). Let's break it down below, as I've color coordinated it so you can find out what is what easier

Red = Action Verbs: Also known as Action words, I start each experience with an action verb; if it's in a current position, you can put as present and if past, you put as -Ed (Example of great action verbs: Collaborated, managed, improved)

Orange = Hard Skills: I put the specific hard skills and platform based skills throughout my resume to show that I fit the job description's qualifications; at the bottom, I also have the skills and match them to my experiences where applicable which you can do for your own resume. (Example: I was going into Strategy / Operations so I put relevant skills pertaining to the industry)

Not colored, but at the top = Education: put where you graduated, GPA if over a 3.5, organizations/awards, etc. IMO Relevant coursework is optional; you can add this if you don't have relevant experience (yet) or are working on gaining those experiences.

Header: Location as (City, State), LinkedIn (linked), phone number, and email (Optional: Portfolio/Personal Website)

Green = impact metrics: these are numbers and percentages from the positions I worked in and showcase what I did to impact the company. How did I get these numbers either through a) asking my peers/managers b) calculated estimations based on observations

Cyan = Impact statements before the number/percentages: This showcases if I improved, optimized, or increased xyz which is related to Operations role lingo

💡 Yellow = soft skills: more broad or simple statements, these are relative to collaboration, providing recommendations, and identifying solutions to potential problems

If you have any questions, feel free to leave them below and follow for more breakdowns💡💡

Note:

- Education at the top if a student/new grad, move to bottom after experiences once early in career/professional. This resume has at the top because this was right after I graduated and had only been working at Snap for a few months
- Most important part about resumes is showcasing your relevant skills and experiences towards the job you're going for; you can use platforms like [ResumAI by Wonsulting](#) to do this for you (And then edit accordingly)
- Resume is colored for reference; I would not encourage you to submit your resume with colors
- What matters is a combination of your resume + networking; cover letters don't matter as much as you think as seen through the Cover Letter Experiments and interviews I've been doing

#JWoW #Wonsulting #JobTips #Resume #ResumeTips
#ResumAI

Jonathan Javier
Scranton, PA | [LinkedIn](#) | 1-866-66FASTER | StopRejectingMe@Companies | Wonsulting.com

EDUCATION
University of California, Riverside
BS in Business Administration Finance (GPA: 3.5)
• Organizations/Awards: Honors Program, ALPFA, ASUCR, Dean's Honors List, Chancellor's Honors List, Cum Laude
Riverside, CA
Graduation Date: June 2017

WORK EXPERIENCE
Snap, Inc. (Snapchat)
Operations Specialist - Product Ops
Santa Monica, CA
August 2017 - Present
• **Researched** user trends to implement **Go-To-Market** strategies for a new update called Cheetah, **improving user experience** and gathering data from queues while **increasing customer operations satisfaction rating by 11%**
• **Developed** training materials and operational workflows for macro language processes, creating **10+** infographics and webinars called Snapinars specifically for sign-up issues, password resets, and account conflict queues.
• **Created** and **improved** operations processes for user inquiries, **solving 300+** customer inquiries weekly through **CRM platforms** including **Zendesk, Confluence, and Jira**.

Goodwin's Organics
Marketing & Strategy Intern
Riverside, CA
January 2017 - June 2017
• **Generated** reports on **Excel and PowerPoint** to conduct **trend analysis** and research on competitors, **identifying target markets** to help optimize the website and introduce stamp cards which leveraged customer retention by **15% YTD**.
• **Collaborated** with senior management including marketing director to raise awareness Yoga Classes to **5,000+** followers on **social media**, **using direct marketing techniques** to gain **350+** followers weekly on **Facebook and Instagram**.
• Strategized ideas **enter a niche market** for organic products and Yoga classes, creating new waiver forms and building **improvements in collaboration** with UC Riverside instructors to **increase attendance by 25%** each class.

Kohl's
Operations Management Intern
Los Angeles, CA
June 2016 - August 2016
• **Analyzed** financial statements, business summary reports, and dashboard recaps to **attain data based on product** comparable percentages and penetration rates for district managers, **increasing store efficiency of all employees by 16%**.
• **Collaborated** with senior management on multiple functions including customer success and finance, **increasing survey submissions by 10%** by identifying the **pain points** of all customer feedback.
• **Evaluated 100+** employees in **6** departments by engaging employees with the company's culture, assessing their strengths, opportunities, and overall skills which **improved productivity to do tasks by 23% daily**.

Sherwin-Williams
Operations/Finance Intern
Huntington Beach, CA
May 2015 - August 2015
• **Presented** and implemented recommendations like Employee BBQ, Contractor Pro Show, and Employee Cheat Sheet to senior management for intern project, **incorporating strategies with 3+ interns** which ranked **#1 in Western Region**.
• **Reviewed P&L** monthly results with 3 managers to identify **highest & lowest penetration rates** on all products, analyzing all points in each department which **increased efficiency of deliveries to store by 17% each month**.
• **Maintained** and built relationships with **100+** DIY customers and contractors, **providing exceptional customer service** and efficient paint deliveries daily which translated to **exceeding sales goals by 11% MTD**.

LEADERSHIP EXPERIENCE
Association of Latino Professionals For America (ALPFA)
Director of Professional Development (OC)
Riverside, CA
April 2017 - Present
• **Partnered** with **100+** professionals and recruiters in various firms and organizations, bringing out **10+ companies** including **Deloitte, KPMG, Vanguard, and Kohl's** for our **Professional Networking Dinner** with **150+ attendees**.
• **Proposed research and data** from campus statistics and Career Center representatives to Big Four advisors on findings, improvements, and implementations to **bring the 10+ accounting firms to UC Riverside to recruit 250+ students**.

Associated Students of UC Riverside (Student Government)
Elected CHASS Senator
Riverside, CA
May 2016 - June 2017
• **Managed** a **\$1.6 million budget** consisting of student funds from CHASS college, **organizing meetings** to allocate **\$10,000+** weekly to student organizations and initiatives involving grants, cultural events, and university projects.
• **Advised** students and faculty during my own office hours for **10 hours per week** while implementing impactful projects including **Student Government Fair**, and various legislation for **22,000+ students**.

with Wonsulting and 1 other
Career Interview Skills, Getting Interview Only, Sales (Salesforce, Confluence, JIRA) | G-Suite | SQL (Class)
Interests: Strategy & Operations, Analytics, Career Consulting, Speaking at Universities, Basketball, Working Out

👤 You and 2,016 others

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Shahrukh Al Faisal • 1st

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Aspiring Cybersecurity Professional | CEH  | AWS
Certified Cloud Practitioner | 2x Microsoft Certified | 2x
Oracle Certified | 3x Guinness World Records | Author |
Diploma Engineer | Volunteer | Athlete 🏃 🏊 🏈

Thanks for sharing!!

Like | Reply

Deborah Drake (She/Her) • 3rd+

3mo (edited) ...

Executive Leadership & Communication Coach | Writer,
Editor & Author | Publishing

[#ownyournarrative](#) [#speakyourvision](#)

"What matters is a combination of your resume +
networking; cover letters don't matter as much as you think
as seen through the Cover Letter Experiments and
interviews I've been doing." ...see more

Like ·  2 | Reply · 1 Reply



Jonathan Javier  (Landing You Jobs) 

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Author

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[Deborah Drake](#) 🙌 love it

Like | Reply



Sue Bunnell (She/Her) • 3rd+

3mo ...

Operations leader with legal flair | Career catalyst |
Dispenser of Salty Wisdom

I'd argue that leading with the blue - the impact first, and
then getting to the verb and metrics, is more likely to have
folks reading each and every entry.

Like ·  3 | Reply · 1 Reply



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Author

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[Sue Bunnell](#) love the insights! Thanks for sharing Sue



Like ·  1 | Reply



Vojtech Vosecky  • 3rd+

3mo ...

LinkedIn Top Green Voice | The Circular Economist |
Helping Companies Make Less More | Keynote
speaker

Super useful post!

Like · 5 | Reply · 1 Reply



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Vojtech Vosecky appreciate you my friend!

Like | Reply

Harsha R. (She/Her) · 3rd+

3mo ...

I wash cars, hire unicorns and tell stories. Apple | Petco |
Data Science | Data Engineering| Statistics | Finance |
Supply Chain

The way this post is organized and the color coding is
intuitive and easy to understand **Jonathan Javier** !
Fantastic resource for job seekers. Reposted this.

The one thing I would encourage for candidates ...see more

Like · 1 | Reply · 1 Reply



Jonathan Javier (Landing You Jobs)

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Author

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Insider, CNBC, WSJ | @jonathanwordsofwisdom

Harsha R. Ooo love the additional advice!

Like · 1 | Reply



Chase Dimond · 2nd

3mo ...

Top Ecommerce Email Marketer & Agency Owner | We've
sent over 1 billion emails for our clients resulting in \$200+
million in email attributable revenue.

The color coding is genius, man. Makes everything pop and
easy to digest.

Like · 3 | Reply · 1 Reply



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Author

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Appreciate your kind words, man!

Like | Reply



Igor Buinevici · 2nd

3mo ...

I help founders scale their audience, brand and business |
Top 10 LinkedIn Creator Worldwide & #1 Finance LinkedIn
Creator Globally | Founder @ Wild Capital | ex-Goldman |
LSE Alumnus

Amazing guide for all, thank you for sharing such a detailed
breakdown!

Like · 1 | Reply · 1 Reply



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Igor Buinevici my friend, you're awesome!

Like | Reply



Roman Wolff · 3rd+

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Senior Vice President Manufacturing and Engineering at Origin Materials

Jonathan Javier 💡 Thanks for the post, useful discipline. It may also apply to the Linked In Profile.

Like · 2 | Reply · 1 Reply



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Roman Wolff anytime!

Like | Reply



Sara Statler MBA · 3rd+

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Passion for Impactful Health Programs | Education, Science, Arts | Project Manager | Training & Onboarding | People Leader |

Do one-page Resumes get more of a response?

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Sara Statler MBA good question - what matters is if you're able to showcase your qualifications and why you're a great fit, so as long as they are relevant roles, then it could be 1 or 2 pages!

Like | Reply



Andrew Lokenauth · 2nd

3mo ...

I write TheFinanceNewsletter.com for 50,000 subscribers — Follow to get smarter with your career, finances, and life.

Very helpful tips and advice for those who need support with their resume **Jonathan Javier** 💡

Like · 3 | Reply · 1 Reply



Jonathan Javier 💡 (Landing You Jobs)

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Thanks so much Andrew! 🙏

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