

FIRST LAST [To edit, click File -> Make a Copy]

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EXPERIENCE

RESUME WORDED & CO. – London, United Kingdom

Senior Analyst, Business Development & Operations

Apr 2017 – Present

Business Analyst

Jul 2015 – Apr 2017

- Managed cross-functional team of 10 in 3 locations (London, Mumbai and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data science, and operations
- Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
- Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
- Notes: Your most recent experience should have the most detail; avoid using more than 6 bullet points per experience; if you have accomplished a lot at one company and have more than 6 bullets, split them up into job titles at the same company.

INSTAMAKE – Sydney, Australia

Associate Product Manager

Apr 2013 – Jun 2015

- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
- Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)
- Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings
- Overhauled the obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%

RESUME WORDED & CO. – New York, USA

Analyst

June 2011 – May 2013

- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media
- Spearheaded redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

LEADERSHIP

RESUME WORDED BUSINESS SERIES - London, United Kingdom

Founder

Jul 2017 – Present

- Founded Resume Worded Business Series to organize social events for 500 young professionals, and grew it to \$20k/year revenue and \$8k/year profit
- Organised and advertised 10+ quarterly networking events with 500+ participants in six cities across UK

WIMBLEDON TENNIS CLUB - London, United Kingdom

Event Manager

Jun 2016 – Jun 2017

- Spearheaded redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time

EDUCATION

RESUME WORDED UNIVERSITY – Boston, USA

May 2011

Bachelor of Engineering, Computer Science; Cumulative GPA: 3.8/4.0 [GPA Optional]

Summa Cum Laude with Honors; Dean's List (2010, 2011), Resume Worded Scholar

ADDITIONAL

Technical: SQL, PHP, Javascript, HTML/CSS; Proficient in MATLAB, Python, [add exact skills and keywords from job description, use [Targeted Resume](#) to find what skills to include]

Languages: Fluent in French, English; Conversational Proficiency in Italian, German

Certifications & Training: Certified Scrum Master, [add qualifications from job description, if you have it]

Category: ...if you have any other category that will add value (e.g. Volunteering, Side Projects all fit here)