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

New York City, NY • first.last@resumeworded.com • (212) 123-4567 • linkedin.com/in/username

**PROFESSIONAL EXPERIENCE**

**RESUME WORDED CO. New York, NY**

**Product Manager 2017-Present**

**Lead Business Analyst 2015-2017**

Launched Miami office with lead Director and recruited a new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue). Led redesign of mobile app and website. Promoted within 15 months due to strong performance and organizational impact (one year ahead of schedule).

* Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x and 30% decrease in drop off rate
* Drove 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
* 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%
* 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%

**INSTAMAKE Beijing, China**

**Business Analyst 2013-2015**

First hire on the analytics team of RW Ventures funded startup ($10mm Series A). Developed product strategies for lead Director and trained the team as it grew to 25 employees. Led redesign of mobile app and resumeworded.com website.

* 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%
* Identified steps to reduce return rates by 10% resulting in an eventual $75k cost savings
* Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%

**MY EXCITING COMPANY New York, NY**

**Business Development Consultant 2012-2013**

Liaised with C-level executives of My Exciting Company, a RW Ventures-backed ecommerce marketplace website with 100k members which helps designers sell their artwork and designs to businesses.

* Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x and 30% decrease in drop off rate
* Identified steps to reduce return rates by 10% resulting in an eventual $75k cost savings

**EDUCATION**

**LEGENDS UNIVERSITY San Francisco, CA**

***Master of Science in Management with Honors; Major in Management* 2011-2012**

* Awards: Resume Worded Fellow (only 5 awarded to class), Director’s List 2012 (top 10%)

**RESUME WORDED UNIVERSITY New York, NY**

***Bachelor of Engineering, Major in Computer Science; Minor in Mathematics* 2007-2011**

* Completed one-year study abroad with Singapore University [optional; experienced hires do not need details in education, unless it adds new facets to overall resume, like it does in this example]

**ADDITIONAL INFORMATION**

* Technical Skills: Java, PHP, Javascript, HTML/CSS, MATLAB [add skills from job description]
* Languages: Fluent in French (native), English; Conversational Proficiency in Chinese
* Certifications: CFA Level 2 (August 2016), Passed Resume Worded examinations
* Awards: RW’s Top 30 Under 30 (2011); Won nationwide case competition out of 500+ participants (2013)