

# FIRST LAST

New York, NY | P: +44 123456789 | first.last@resumeworded.com

## EDUCATION

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### RESUME WORDED UNIVERSITY

Bachelor of Science, Information Technology

Major in Computer Science; Minors in Mathematics and Business Writing

Cumulative GPA: 3.92/4.0; Dean's List 2015-2016

Relevant Coursework: Software Engineering; Programming Fundamentals Using C; Artificial Intelligence

Boston, MA

Expected May 2022

### LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Study Abroad Program in International Business and Globalization

New York, NY

Jul 2018 - Jul 2019

## WORK EXPERIENCE

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### RESUME WORDED & CO. (8 employee venture-backed recruitment startup)

New York, NY

QA Tester Intern

Jun 2021 – Sep 2021

- Worked collaboratively with QA lead and development team to complete comprehensive testing on 2 major new releases.
- Identified, documented and reported bugs and other issues within the company's proprietary software applications, improvising system efficiency by over 75%.
- Developed documented procedures adhering to compliance standards 2 days ahead of scheduled timelines.

### GROWTHSI

New York, NY

Software QA Intern

Jun 2020 – Sep 2020

- Consistently recognized by the programmers and supervisors for excellent problem-solving and analytical skills, awarded with a recognition certificate.
- Recommended improvements to software which, once implemented, resulted in improved user experience by 87%.

## VOLUNTEERING & UNIVERSITY PROJECTS

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### COMMUNITY PROJECT

Feb 2020

- Led team of 12 members as a volunteer board member for the County Animal Shelter.
- Planned and organized 3 IT Projects for the programs which were all within at least 10% under budget.

### BUSINESS MANAGEMENT PROJECT

Jan 2020

- Held a volunteer position for a Meals on Wheels Chapter, developing front-end WordPress site and blog with 200+ pages.
- Managed online ads to announce regular events and fundraising drives, raising over \$75000 in funds.
- Worked with 50+ team members to produce creative, efficient solutions.

## ACTIVITIES

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### RESUME WORDED SOCIETY

Boston, MA

Head of Events

Sep 2020 – Present

- Founded the computer science club to organize biweekly sessions for students to discuss new topics and troubleshooting ideas, with over 50 members.
- Wrote and published minimum 5 IT troubleshooting articles every month.

### RWU TENNIS SOCIETY

Boston, MA

Committee Member

Jan 2020 – Present

- Managed the launch of a new booking system to improve organization of events; a system now used across universities.

## ADDITIONAL

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**Technical Skills:** Software Development Life Cycle (SDLC), SQL; Proficient in SQA Tools, C#, .XML.

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

**Certifications & Training:** Online Course in Software Testing (Coursera), Passed Resume Worded examinations.