Appendix — LLM Draft & Commentary

Raw LLM Output

(Generated with ChatGPT-4o, 10 May 2025; No manual edits.)

ONE-PAGE MBA PORTFOLIO — OUTLINE + SAMPLE TEXT

1 ABOUT ME

I am an MBA candidate (2024-2025) with cross-functional experience in accounting and infrastructure project supervision. My mission is to apply data-driven finance and people-centric leadership to projects that uplift underserved communities.

2 EDUCATION

• MBA — University Canada West (In progress, expected 2025)

• B.Com — North Bengal University, India (2007)

3 PROFESSIONAL EXPERIENCE

‣ Construction Supervisor | Tsamgar Construction Pvt. Ltd. (2016-2022) — Led rural road projects; managed 60 staff

‣ Accountant | Powda Financial Services, Bhutan (2010-2015) — Maintained ledgers, payroll, and audit compliance

4 CERTIFICATIONS

• Career Essentials in Generative AI (Microsoft × LinkedIn Learning)

• Certified Digital Marketing Associate (DMI × AMA)

5 KEY SKILLS

·Accounting · Budgeting · Project Coordination · Generative AI Basics · Digital Marketing · MS Excel · QuickBooks · Team Leadership

6 CONTACT

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Commentary on Use, Revision, and Omission

Section	Action Taken	Rationale
Headings & order	**Reused verbatim**	Matches assignment rubric and flows logically for recruiters.
About-Me paragraph	**Revised**	Added impact focus ("data-driven insights", "underserved communities") and integrated construction-to-finance narrative for authentic voice.
Education & Experience bullets	**Expanded & corrected**	Inserted exact institution names, job locations, and year ranges for factual accuracy.
Certifications	**Kept titles; added interactivity**	Titles were accurate, but I implemented Bootstrap modals so viewers can click and view full certificates.
Skills list	**Condensed & grouped**	Removed duplicates (e.g., Accounting vs. Financial Reporting) and clustered related items for readability.
Discarded suggestions	Omitted a generic "volunteer work" section suggested by the LLM	No relevant volunteer experience to showcase; avoiding filler content maintains professionalism.

References

OpenAI. (2025). *ChatGPT (Version 4o) [Large language model]*. https://chat.openai.com/