



Career Services Assignment 7 – Resume

Instructions: Refer to the *Resume Checklist* and *Creating a Resume That Stands Out* resources in your career services module. Create a nice, clean resume. Create accounts on sites like CareerBuilder, Monster, Indeed, and Glassdoor. Upload your resume to these sites and make your resume public. Turn in your resume in addition to this document. Answer the questions below.

What are the URLs to your profile on the sites you uploaded your resume to?

- www.linkedin.com
- www.indeed.com
- www.careerbuilder.com

What did you learn about resume writing?

- If you graduated from school recently, it should be listed prior to your work experience.
- Work experience should contain actions words.
- Resume should be tailored for each position.

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(Experience Continued)

TCF Inventory Finance Bank, Schaumburg, IL

08/2014 – 10/2015

Reporting Analyst, Business Performance Group

- Created and presented TCFIF's business valuations based on data provided by its various departments using Tableau SQL, compared business risks, analyzed solutions with respect to existing equipment capacities, cash flow modeling and budgets, and presented continuous improvement opportunities to business management.
- Built Key Performance Drivers dashboard which enabled the management to visualize organization's key performance indicators and make goal-oriented decisions based on actual data.

Blue Slate Properties, LLC, Chicago, IL

08/2009 – 10/2015

Real Estate Accounting Manager

- Prepared financial statements, business activity reports, and forecasts, administered budget accuracy and reconciled financial accounts to ensure legal requirements are met, sought ways to reduce costs and helped management follow budget terms.
- Introduced Dropbox enabling managers and clients to monitor updated profit and loss reports remotely. Created the official website and social network profiles for the company to promote public awareness of real estate projects, sales, and rentals.

UBS Financial Services Inc., Chicago, IL

11/2013 – 06/2014

Wealth Management Intern

- Conducted research and analyses of various companies to identify investment opportunities by using Moody's Investors Service Research tool, generated financial reports for current and prospect customers, prepared client briefings, call memos, and presentations for Vice Presidents.
- Built personal webpages for wealth management advisors to promote public awareness.

Lake View Realty, Inc., Chicago, IL

04/2010 – 11/2013

Administrative Assistant

- Managed financial accounts by ensuring data accuracy, balanced cash flow analysis, maintained office budget, prepared financial statements and reports, assisted licensed real estate agents, brokers, vendors, and clients with their needs and support office overall.
- Introduced Quick Books, business accounting software, to manage financial information effectively