How to build a tech resume

BU Spark, Oct 26, 2022

SPARK!

Red Hat

Oindrilla Chatterjee

Senior Data Scientist at **Office of the CTO** | **Emerging Technology**

ochatter@redhat.com   oindrillachatterjee   oindrillac   **Boston United States**

- **Undergrad** – ECE Mumbai University 2017

- **Grad** – MS Computer Science Boston University 2019

- **Intern** – Tive 2018, Red Hat 2019

- **Data Scientist** – Red Hat 2019

- **Senior Data Scientist** – Red Hat 2022

- **Instructor CS549** – Boston University 2022

Red Hat

Resume sections and their priority

- Name + Bio (Email, Phone, Git, LinkedIN etc)

- Education

- Skills

- Work

- Projects

- Publications/Relevant Extracurricular

Red Hat

Name + Bio (Email, Phone, Git, LinkedIN etc)

- Bio needs to be 1 line. 2 max

- Bio can be job/role specific

- For programming related roles, include GitHub

- Also link website if you have (Github.io, Wordpress etc)

- Triple check email and phone #

Red Hat

Education

- Name of University

- Program

- Major/Concentration

- Year graduating

- GPA

- Relevant Courses (only if you want to highlight this)

Red Hat

Skills

- Programming Languages

- Softwares, APIs, Frameworks, Tools

- Non engineering skills for product roles

- Expect questions for skills that you have mentioned

Red Hat

Work

- Company Name

- Role

- Year - Year

- Responsibilities

  - Action verps: https://www.colorado.edu/career/job-searching/resumes-and-cover-letters/resumes/action-verbs-use-your-resume

  - Improvements made/quantifiable impact generated

- Technologies used

Red Hat

Projects

- Project Name

- URLs (Devpost, Git, Dashboard, Application)

- Affiliation

- Year – Year

- Description
  - Action verbs
  - Technologies leveraged, models built

Red Hat

Publications/Extracurricular

- Publication Name

- Conferences

- ONLY relevant extracurricular activities (which highlight a skill/strength specific to the role). Something that you want to talk about during your interview.

Red Hat

Templating

- Standard templates available (Word, Overleaf, PPT)

- Stick to one page (unless many years of research & experience)

- Serif fonts improve readability (personal preference)

- Prefer standard black on white. For non-standard options, make sure easy readability, and not throwing off the ATS software

- Whitespace - not too much, not too less

- Better to avoid 2 column resumes

Red Hat

John Doe

johndoe@gmail.com   github.com/John-Doe   Mobile: (857) 111-1111

PROFESSIONAL SUMMARY

Senior Software Engineer, Alpha, Boston, MA   *July '19–Present*

- Developed and deployed a static site from scratch and created the required resources ranging from subdomains, certificates, DNS records, CDN distributions etc.
- Improved developer experience by adding DNS mappings for multiple API Gateway endpoints while working with multiple deployed APIs.
- Owned and facilitated cloud infrastructure management through CI/CD processes for 8 code repositories across the entire application stack.
- Designed and developed multiple APIs for on-boarding clients using our data science offerings, yielding an attributed 30% increase in revenue.
- Developed a B2B file management feature for our customer facing web application to enable secure, centralized file exchange and improve visibility into client interactions for auditing.
- Led migration from CircleCI to Jenkins & Vault for 8 code repositories, yielding $36,000 in annual license fee savings.
- Reduced time for promoting infrastructure changes across environments from multiple days to a few hours by enhancing resource deployments with infrastructure as code.
- Built batch processing interface for large-scale scoring of client records against deployed ML models.
- Developing an internal reporting tool for leadership & product team to visualize real-time client product utilization.
- **Tools/Skills**: NodeJS, Python, Java, React, GatsbyJS, Jenkins, AWS(EC2, CloudWatch, SNS, SQS, RDS, API Gateway, Lambda, CloudFront, Route53, ECR, EKS, S3, Certificate Manager), Docker, Terraform, CircleCI, Postgres, JFrog, Git

Software Engineer Intern, Beta, Boston, MA   *June '18–Aug '18*

- Leveraged Grafana & Jsonnets to create and automate dashboard generation with Kubernetes, providing improved visibility and KPI monitoring of infrastructure assets.
- Containerized a Flask web application and created a build pipeline for CI/CD using Jenkins.
- **Tools/Skills**: Python, Kubernetes, Docker, Openshift, Quay, Flask, AWS (EC2), Grafana, Prometheus, RHEL, Jenkins, Git

ACCOMPLISHMENTS

- Received the **XYZ Fellowship Award** to pursue an idea incubation program at Boston University in order to build an end to end product prototype centered around parking in crowded cities.
- **Top 4/100 teams** in XHacks 2018. [link]

EDUCATION

Gamma University, City, State
Master of Science in Computer Science — GPA : 3.xx/4   *2017 – May 2019*

- **Key Courses**: Machine Learning, Data Analysis and Visualization, Web Analytics and Mining, Tools for Data Science, Big Data Analytics, Cloud Computing

Delta University, City, State
Bachelor of Engineering in Information Technology — GPA : 3.xx/4   *2013 – 2017*

- **Key Courses**: Algorithms, Data Structures, Web Development, Database Management, Data Mining

SKILLS

Programming/Scripting Languages : Java, Python, NodeJS, Bash, SQL

Softwares, APIs, Frameworks, Tools : React, NodeJS, GatsbyJS, Jenkins, AWS(EC2, CloudWatch, SNS, SQS, RDS, API Gateway, Lambda, CloudFront, Route53, ECR, EKS, S3, Certificate Manager), Terraform, CircleCI, Postgres, Kubernetes, Docker, Prometheus, Grafana, Apache Spark(pyspark), Git

---

JOHN DOE

Boston, MA - 02134 | (617) 111 - 1111 | johndoe@gmail.com | www.linkedin.com/in/johndoe

Data-driven Product Manager with proven success in *Personalization, Search* and *Marketing*. In just over 2 years at Alpha, my direct efforts have contributed to over 10% annual revenue growth to my business vertical.

WORK EXPERIENCE

Alpha, Boston, MA   Mo/Year – *Present*

- Product Manager | Team
- Defined the vision, ideated new features and led the prioritized roadmap for a squad of 7 engineers.
- Improved the booking rate by 10% by leading a Sort Optimization effort on the XYZ team.
- Seamlessly collaborated with stakeholders across Marketing, Engineering and Sales to build and promote over 10 new (B2C and B2B) products.
- Delivered over 20% annual revenue growth to the *ProductName* business by personalizing Ad delivery.
- Partnered with Design to reimagine the onsite user journey and improve search rate by 15%.
- Co-shepherded the successful launch of the *ProductName* vertical and achieved Product-Market Fit in under 12 months.
- Led the research, strategy development and modeling for *ProductName*'s 2021 Key Areas of Growth.

- Associate Product Manager | Product
- Established a client inventory monitoring system to boost search speed by 12%.
- Streamlined the data reporting infrastructure to save 15+ hours of logistical overhead per week.
- Implemented a Product Development Process across the organization to eliminate redundancies and fasten prototyping.
- Completed over 10 unique User Research and Competitive Analysis studies to gain market insight.

Beta, City, State   Mo/Year – Mo/Year
Data Science Intern | X Labs
- Performed research to assess the potency of Deep Learning models in predicting Gamma prices.
- Explored and tested several Neural Network architectures to compile a comparative study.
- Implemented a look-back technique which boosted baseline accuracy by 16%.

EDUCATION

Gamma University, City - State   December – 2018
Master of Science, Program   **CGPA : 3.xx/4.00**

Delta University, City – State   June – 2017
Bachelor of Engineering, Major   **CGPA : 3.xx/4.00**

SKILLS

Personal	Product	Data Science	Tools
Critical Thinking	User Research	Python	JIRA
Creativity & Innovation	Prioritization	R	Tableau
Strong Communication	Business Strategy	SQL	Figma, Sketch

John Doe

+1 (781) 111-1111 | xyz@gmail.com | githandle
https://www.linkedin.com/in/john-doe/

Education

ALPHA UNIVERSITY
M.S. IN CS
Major
Year - Year | City, State
3.XX/4

BETA UNIVERSITY
B.E. IN Major
Year - Year | City, State
Grade : 3.XX/4

Relevant Coursework

Data Mining, Machine Learning, Web Analytics and Mining, Analysis of Algorithms, Cloud Computing, Software Engineering, Digital Image Processing

Skills

Programming & Scripting Languages: Shell, Python
Software: RStudio, Jupyter, Tableau
Database Technologies: MySQL, PostgreSQL, MongoDB
Libraries & Tools: OpenCV, OpenGL, Scikitlearn, SciPy, Tensorflow, Argo, Seldon
Tools: WEKA, Grafana, LaTeX, Adobe Photoshop, Illustrator

Awards

2018 Finalist
XYZ Fall 2018 Idea Cup
2018 Winner
XYZ Spark Fellowship Award
2018 Top 4/100 teams
XYZ Hacks 2018 Winner for the Social good hack

Conferences and Publications

Name Year
Conference

Work Experience

Gamma
Data Scientist
Date - Present
Responsible for helping build software components solutions using Open Source technologies. Solving engineering problems and building robust and scalable solutions using ML and AI technologies. Tasked with continually assessing the requirements and writing components in large scale software applications, systems and platforms.

Delta
Data Science Intern
Year - Year
Developed ML models to turn supply chain data to actionable insights. Built a route and trajectory analysis system for location data and created data visualizations.
Developed and deployed a clustering model to compute points-of-interest from time-series sensor location and GPS data which created foundation for data-driven insights for company's customers and led to exceeding projected sales outcomes by 20%

Theta
Research Assistant
Year - Year
Developed an algorithm to pre-process the graph and reduce the query time by a hundredth for shortest path problem for large, country sized networks.

Projects

PROJECT NAME
Beta, Gamma University
Year- Present
Worked on replacing the existing tracing infrastructure in Ceph, an open source distributed storage system, by Jaeger, an always-on tracing system and applied machine-learning techniques to derive insights from rich trace data.

PROJECT NAME
Year – Present
Developed a web and mobile application that offers a platform for users to connect and crowdsource parking solutions to provide a cheaper and more convenient alternative to parking. Building a solution to cater the global problem revolving around parking in urban areas.

General Tips

- Expect to be **quizzed on anything mentioned** on the Resume

- If no relevant work experience, highlight projects, coursework. Work on **side projects**, contribute to open **source projects**.

- **Do not write about class assignments** which is the same project across the whole class

- Try to add **links** wherever possible (very few resumes are reviewed on paper these days)

- ATS software
    - Keywords
    - Avoid complex formats (pictures/tables/graphs)

- **Customize** resume for role (keep 2-3 versions of resumes)

- Keep 1-2 versions of **cover letter** if you have time

- **Scan** through ATS software and get scored, get resumes reviewed by folks in the industry

- Get **referrals** for roles, priority screening for resumes.

Red Hat

Thank you!
Questions?

Red Hat