

May 11, 2024

# RESUME DEVELOPMENT

SHPEtinas Retreat

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<https://linkedin.com/in/~pau>



## ABOUT ME

- BS in Technology Management
- Texas A&M University
- Technical Product Manager at American Express

# IMPORTANCE

- Well-known fact:
  - A recruiter typically spends around 6 seconds reading your resume
- Not-as-well-known fact:
  - Resumes are first filtered through an Applicant Tracking System (ATS) before it even reaches a human
- Optimization!
- Keywords!
- ... How do I navigate?

# DEVELOPMENT LEVELS

- Beginner: Resume Basics
- Intermediate: Leveling up
- Advanced: Networking

# BEGINNER

## SARA SAMPLE

1234 Cadet Drive, Colorado Springs, CO 80906 • [sarah.sample@mail.com](mailto:sarah.sample@mail.com) • 719-531-2006

### EDUCATION

#### U.S. AIR FORCE ACADEMY

Bachelor of Science, Aeronautical Engineer

COLORADO SPRINGS, CO

MAY, 2015

- 3.73/4.0 GPA (Major) | 3.67/4.0 GPA (Cumulative)
- Relevant Coursework: Introduction to Finance Theory, Probability & Statistics, Multivariable Calculus, Thermodynamics I & II
- Roslyn Schulte Memorial Scholarship: awarded to rising college junior that demonstrated leadership and social responsibility
- London School of Economics Study Abroad Program (Spring 2014)

#### COLORADO ACADEMY

- 4.4/4.0 GPA | 3.8/4.0 GPA (Un-weighted)
- SAT: 2350/2400

DENVER, CO

MAY, 2011

- Class of 2011 President, National Society of Collegiate Scholars, Varsity Volleyball Captain

### EXPERIENCE

#### GOLDMAN, SACHS & CO.

NEW YORK, NY

INVESTMENT BANKING SUMMER ANALYST (INDUSTRIALS GROUP)

MAY 2013 – AUG 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing and returns
- Completed 3 subsequent model iterations and built sensitivities; coded Excel macros to improve client experience

#### MIKE'S DEPARTMENT STORE

DENVER, CO

SALES CLERK

MAY 2011 – AUG 2011

- Advised customers and completed sales
- Increased sales earnings by 20% in the Junior's Department for the period of June to August
- Named "Employee of the Month" by recommendation of customers for friendly and helpful service (July)

### LEADERSHIP & ACTIVITIES

#### CADET FOR A DAY, INC.

COLORADO SPRINGS, CO

FOUNDER/PRESIDENT

NOV 2011 – PRESENT

- Founded and direct national 501 (c)3 non-profit spanning 3 states bringing diverse elementary students to the United States Air Force Academy for a "cadet for a day" experience; exposes students to engineering and school opportunities
- Built organization structure, lead executive team with special initiatives department; fundraised \$56K for annual budget
- Monitor non-profit compliance, write and deliver grant presentations, and speak publically about organization experiences

### ADDITIONAL INFORMATION

Technical Training: Java, C++, Python, App development

Languages: Spanish (fluent), French (conversational)

Interests: Volleyball, CrossFit, World Cup

# INTERMEDIATE

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# ADVANCED

# REWRITING THE CODE



THANK YOU!

Q&A?