



RESUME BUILDING

Agenda

What is a Resume?

Importance of a Resume

Essentials

Striking Words to use

Building an ATS friendly Resume

Do's and Don'ts



WHAT IS A RESUME?

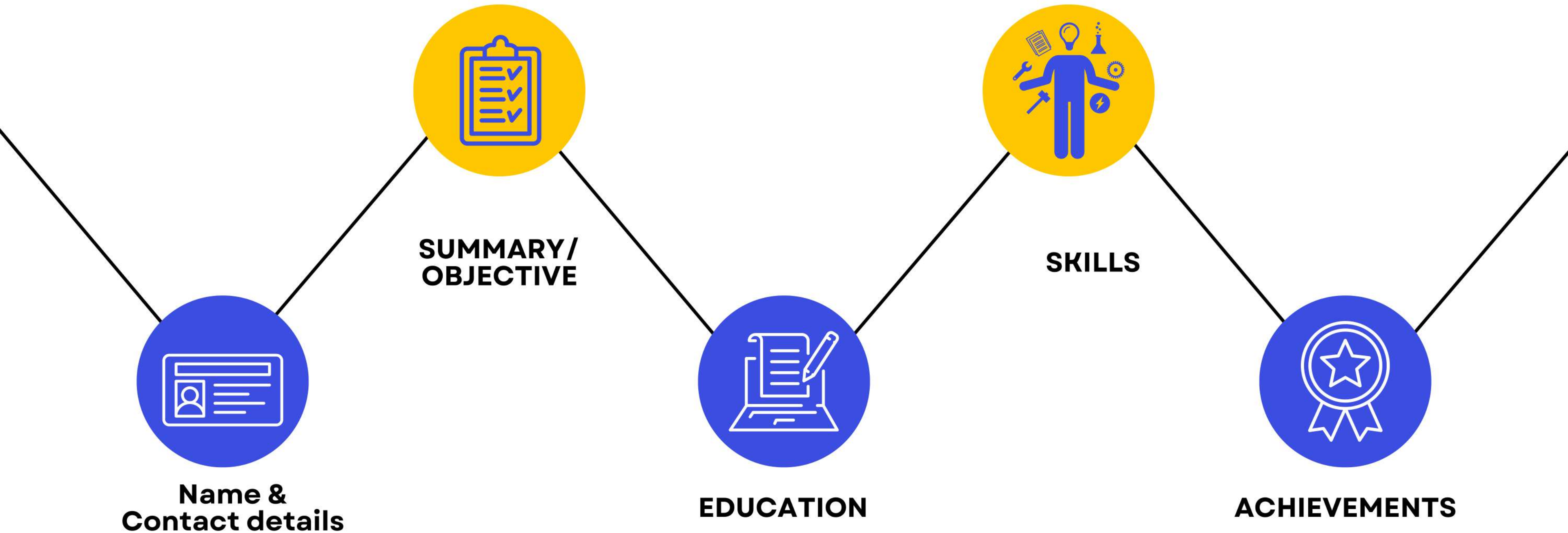
- A resume is a succinct document.
- Provides an overview of a person's education.
- Details work history.
- Outlines skills.
- Highlights accomplishments.
- Typically used when applying for job opportunities.
- Demonstrates qualifications.
- Shows suitability for a specific role.

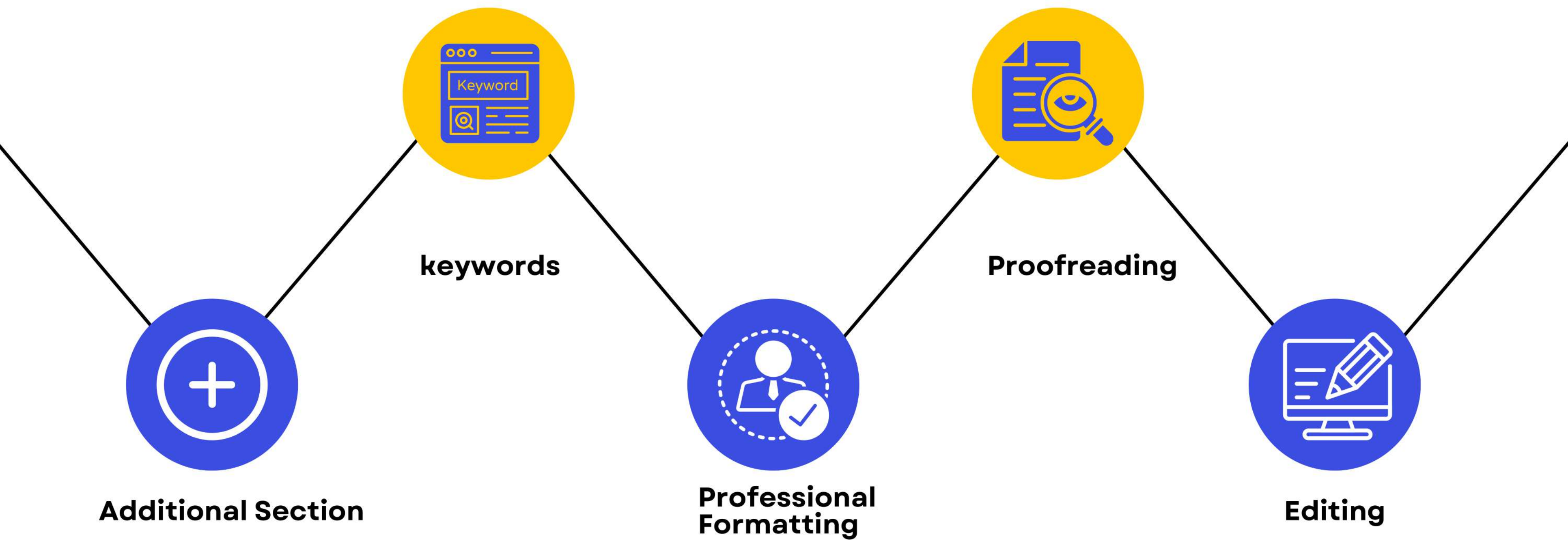


IMPORTANCE OF A RESUME

- It is the first point of contact between the job seekers and the employers.
- A well-crafted resume creates a positive first impression and captures employer's interest.
- It represents a candidate's professional identity and aspirations.
- It showcases relevant skills, qualifications and accomplishments.
- It opens doors for further interaction, such as interviews and assessments.

ESSENTIALS IN A RESUME





RELEVANT CONTACT DETAILS



Name



Diana Dawa

Data Scientist

Profile Summary

Data Scientist with 4+ years of broad-based experience in building data-intensive applications, overcoming complex architectural, and scalability issues in diverse industries. Proficient in predictive modeling, data processing, and data mining algorithms, as well as scripting languages, including Python and Java. Capable of creating, developing, testing, and deploying highly adaptive diverse services to translate business and functional qualifications into substantial deliverables.

✉ diana@novoresume.com

📍 Palo Alto, CA

in linkedin.com/in/diana.dawa

📞 044 412 2020

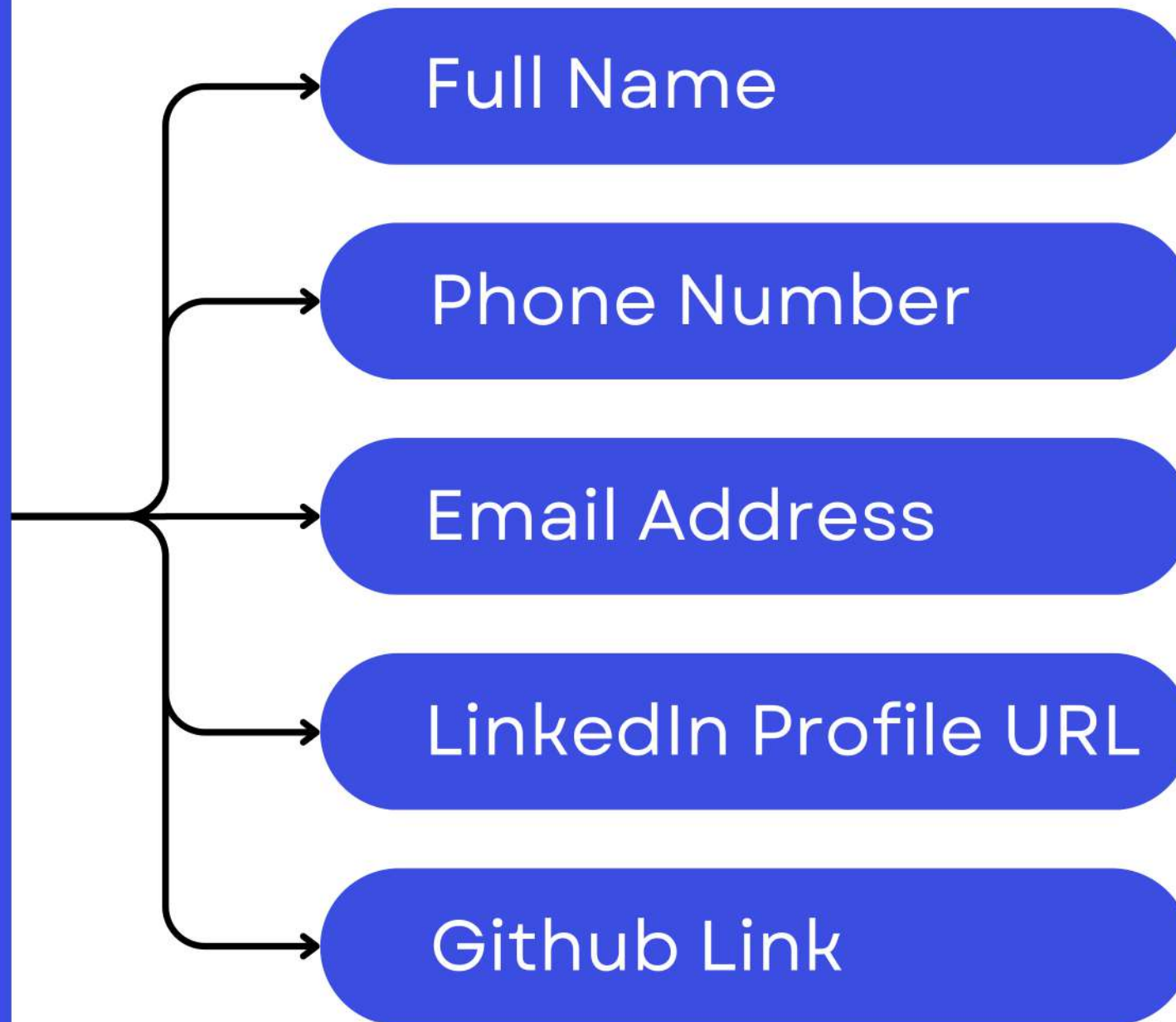
🌐 diana-dawa.com

💻 diana.dawa

Contact Info



Contact Information



Objective Summary



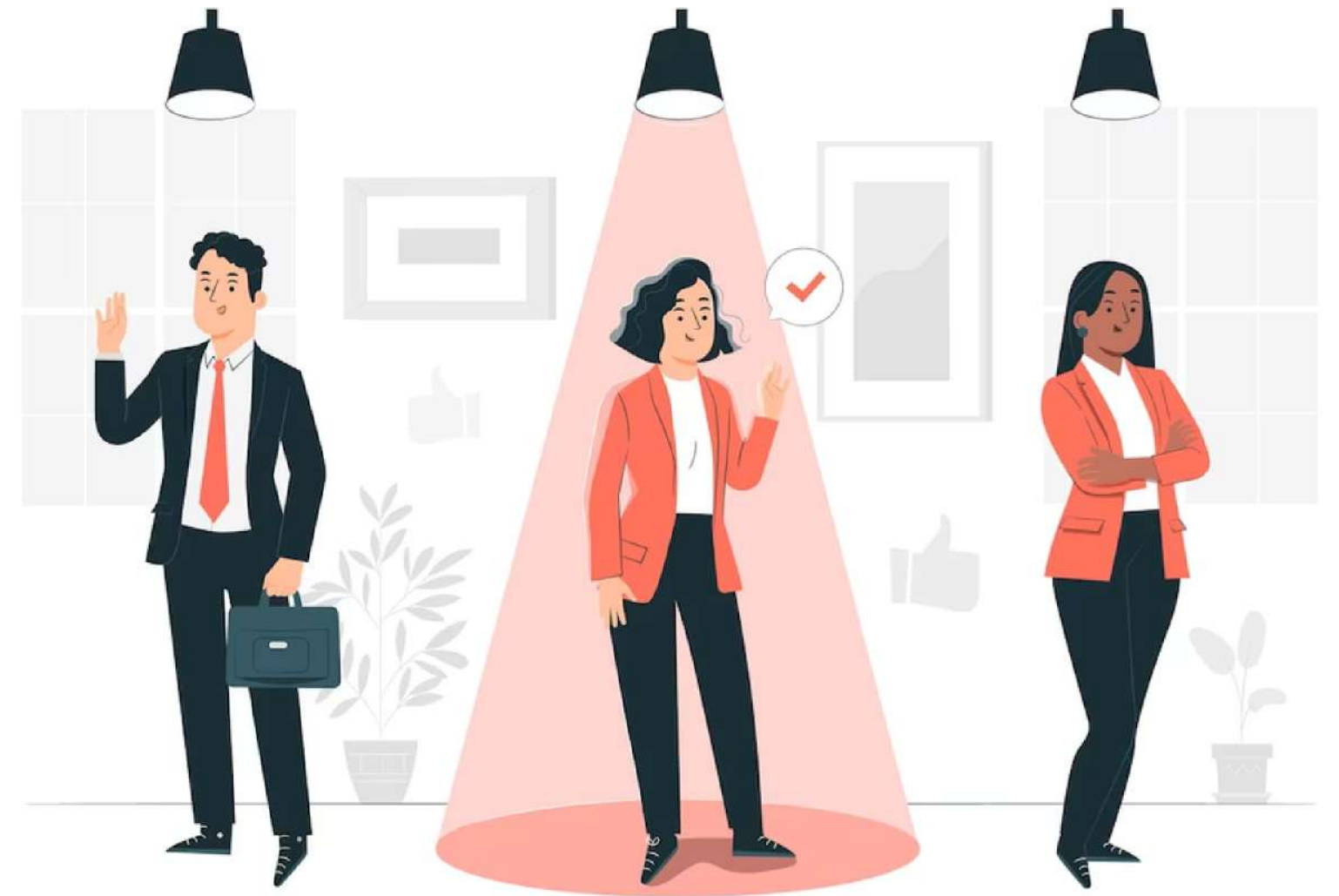
- Aspire to contribute in a meaningful way to a company's success and culture.
- Wish to attain a key leadership position that allows for strategic decision-making.
- Aim to further develop my analytical skills and deepen my knowledge in data analytics.
- Motivated to improve processes and efficiencies, driving business growth.



Experience



- List your professional work
- History in reverse chronological order
- Including Job titles
- Date of Employment
- Description of your responsibilities & achievements



How to list work experience on your resume ?



How to List **Work Experience** on a Resume

Work Experience

Computer Technician

Geeks on Site

11/2017 - Present

- Handled support tickets with software and hardware vendors.
- Resolved technical issues and maintenance of STBs and LNBs of the Canadian Sky Television customers.
- Published 70 articles on the website.

Job Title

Company Name

Period Employed

Responsibilities & Achievements



Provide details about your educational background including degrees, certifications, institutions attended, and relevant courseworks and honours.

How to Include **Education** on a Resume

Education

**B.A. English Language and Culture,
Minor in Teaching**

Degree Title

The University of Groningen, the
Netherlands

University Name

2016 - 2019

Years Attended

Magna Cum Laude

- GPA: 3.85
- Modern Popular Literature track
- Exchange Program in Oslo, Norway

Achievements
if relevant

Reverse Chronological Order

Reverse Chronological order

This means that your latest work experience is listed first.

This is the most popular resume format and is ideal for people with plenty of work experience that is relevant to the position they're interested in.

Melissa Bernal

Front-End Web Developer

Passionate Front-End Web Developer with 6+ years experience building and maintaining responsive websites in the technology and service industry. Highly skilled in HTML, CSS, JavaScript and jQuery alongside modern frameworks and libraries. Interested about accessibility and usability of modern websites.

melsab@gmail.com 0446002021 New York, US github.com/melissa.bernal

WORK EXPERIENCE

Front-End Developer Banana Computers Inc.

02/2018 - Present

Washington, Columbia

Achievements

- Responsible for the implementation of responsive, mobile-first web pages which in the last 3 quarters increased the mobile traffic by 45% over 2 different websites.
- Assessing UX and UI designs and making sure they are technically feasible.
- Developed front-end code constantly for the past year for 6 different products in the company portfolio.
- In charge of onboarding the new junior front-end developers through regular coaching and code reviews. Successfully onboarded 16 during the last 2 and a half years.
- Debug issues on a weekly basis while maintaining the code.
- Collaborate with the UI/UX department to improve and develop new web pages. So far increased sign up rates by 25% on 10 landing pages by implementing a new sign up flow.

Front-End Developer Minisoft

08/2014 - 01/2018

Louisville, Indiana

Achievements

- Conducted over 60 A/B successful testings to identify bugs that resulted in over 500 UI improvements.
- Assisted and was a key part in the transition from a waterfall methodology to a more efficient Agile methodology which increased the efficiency of the development team by 25% in the first 3 months.
- Collaborated with colleagues from the research and design department making sure the web pages are user-friendly.
- Coded and implemented over 40 HTML email templates for the Marketing Department.



Highlight your relevant hard skills (technical abilities) and soft skills (personal attributes) that are applicable to the job you are applying for.

SKILLS

- Python
- R, SQL
- Machine Learning
- Data Cleaning
- Statistics
- Data Mining
- Data Visualization
- Data Manipulation
- Excel
- Deep Learning AI



ADDITIONAL SECTIONS



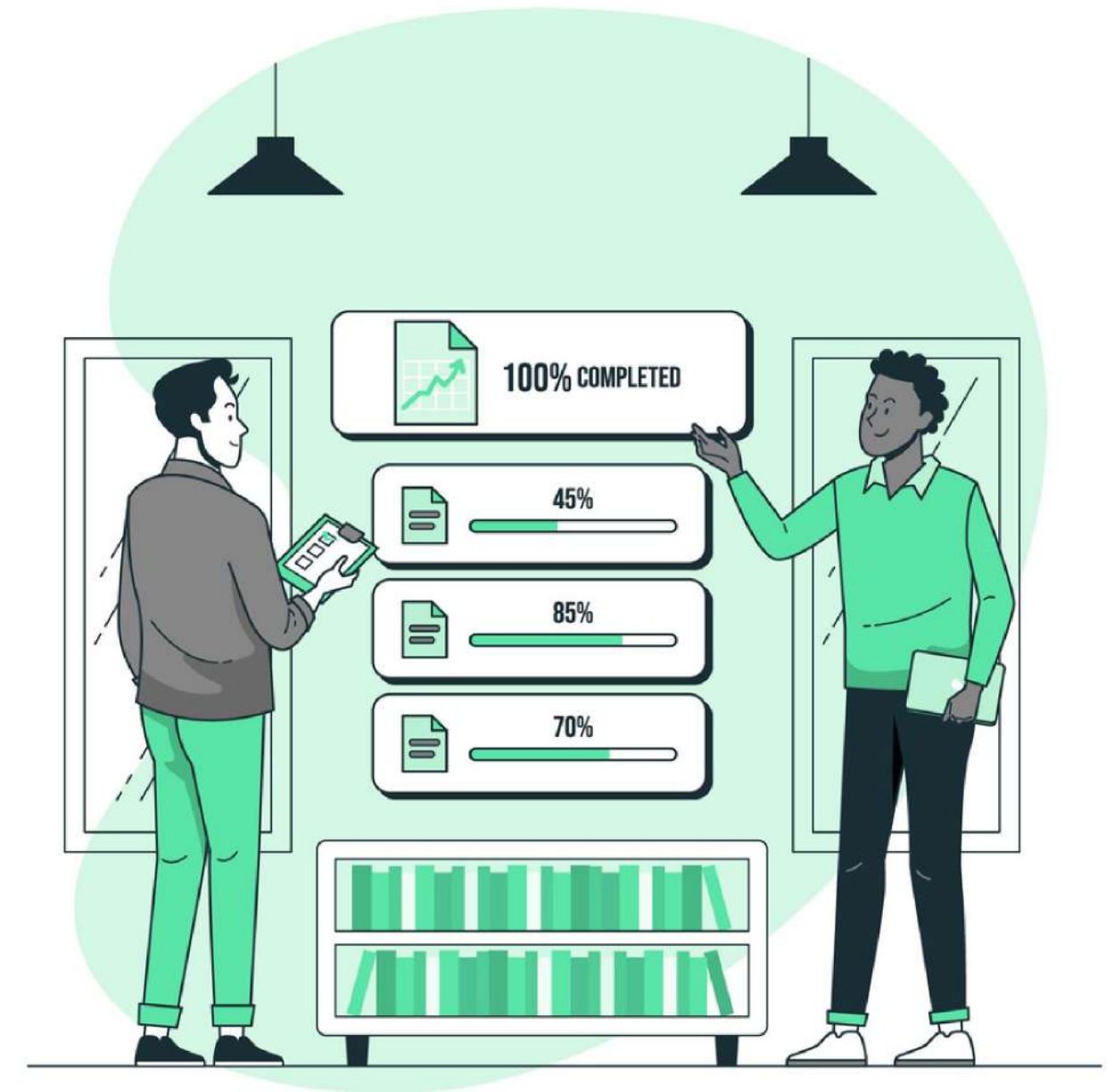
AWARDS AND ACCOMPLISHMENTS

Show case any notable accomplishments, awards, or recognition you have received in your career or education.

PROJECTS

Mention the tools and techniques used during the projects.

CERTIFICATIONS



keywords to use in a Resume



accomplished	developed	launched	renovated	superseded
accelerated	devised	led	reorganized	supervised
achieved	directed	maintained	replaced	surveyed
activated	doubled	managed	researched	systematized
added	eliminated	modified	revamped	terminated
administrated	established	negotiated	saved	tested
advanced	exceeded	obtained	scheduled	trained
approved	excelled	organized	served	transacted
assigned	expanded	originated	simplified	transferred
assisted	fabricated	overhauled	skilled	translated
chose	formulated	participated	sold	tripled
completed	guided	performed	solved	trimmed
conceived	generated	planned	spearheaded	turned
conducted	hired	processed	stabilized	uncovered
consolidated	identified	programmed	standardized	unified
controlled	implemented	promoted	started	unraveled
coordinated	improved	proposed	streamlined	widened
created	increased	purchased	strengthened	won
decreased	initiated	recommended	stretched	withdrew
delivered	installed	recruited	structured	wrote
demonstrated	introduced	redesigned	succeeded	

Building an
ATS friendly
resume.





Fact: 70 percent of the resumes are not seen by the employers

Big companies get thousands of resumes each week (a reported 50,000 per week for Microsoft and 75,000 per week for Google). There's no time for a human to go through each one. The ATS cuts approximately 70 percent that don't match the required criteria.



ATS-Proof Your Resume: Key Strategies to Avoid Rejection

- Use a Simple and Clean Format: Stick to a simple and clean resume format with standard fonts (e.g., Arial, Calibri) and avoid using complex layouts, graphics, or images that may confuse the ATS.
- Use Standard Resume Sections: Include standard resume sections like contact information, professional summary/objective, work experience, education, skills, and relevant certifications.
- Incorporate Relevant Keywords: Study the job description and identify the keywords and phrases that are relevant to the role. Incorporate these keywords naturally throughout your resume, especially in the professional summary, work experience, and skills sections.
- Optimize Job Titles: Use standard job titles that are widely recognized and avoid using internal or industry-specific terms that an ATS might not understand. Align your job titles with commonly used titles in the field.

✓ DO'S

- Tailor your resume according to the job you are applying for.
- Use clear and concise language.
- Highlight your relevant skills and experiences.
- Include keywords from the job description.
- Proofread for grammar and spelling errors.
- Use action verbs to describe your accomplishments.
- Include a concise and targeted professional journey.

✗ DONT'S

- Don't use an excessively long resume.
- Don't Include personal information such as marital status etc.
- Don't include irrelevant work experiences.
- Don't use generic or cliché phrases.
- Don't use a photo unless explicitly mentioned.
- Don't include outdated contact information.
- Don't include your salary expectation.

Resume Sample



Diana Dawa
Data Scientist

Data Scientist with 4+ years of broad-based experience in building data-intensive applications, overcoming complex architectural, and scalability issues in diverse industries. Proficient in predictive modeling, data processing, and data mining algorithms, as well as scripting languages, including Python and Java. Capable of creating, developing, testing, and deploying highly adaptive diverse services to translate business and functional qualifications into substantial deliverables.

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WORK EXPERIENCE

Data Scientist
Future Energy Ltd.

06/2018 - Present

Palo Alto, CA

- Develop action plans to mitigate risks in decision making while increasing profitability by leveraging data science.
- Drive the interaction and partnership between the managers to ensure active cooperation in identifying as well as defining analytical needs, and generating the pull-through of insights with the business.
- Build predictive models using various machine learning tools to predict the possibility of equipment failure.
- Develop algorithms using Natural Language Processing and Deep Learning models for predictive maintenance.
- Design algorithms to track and detect anomalies in multiple sensors data for the Energy Industry.
- Demonstrate knowledge and execution of application programming interface development and test automation.

Data Analyst
THETA Financial Group

01/2016 - 05/2018

San Francisco, CA

- Utilized analytical and technical expertise to provide insights and proposals to support business improvements.
- Evaluated analytical model findings in the Global Monitoring Report, the company's flagship product.
- Conducted business analysis to understand business needs and requirements to translate into conceptual designs.
- Actively engaged in the quantitative analysis of sophisticated modeling to address business issues.

Business Analyst / Statistician
Maxicare Healthcare

02/2013 - 12/2015

- Conducted business process analysis and identified critical issues, gaps, and needs for an established process center.
- Developed Key Performance Indicators (KPI) and presented it to the management and led to the execution plan.
- Analyzed and produced KPI reports allowing to monitor field service engineer and customer care center closely.
- Led training sessions on the software developed and presented it to the management for approval of deployment.

GENERAL SKILLS

Data Visualization

Machine Learning

Deep Learning

Pattern Recognition

Database Structures & Algorithms

Statistical Analysis

Data Preparation

Quality Management

Agile Methodologies

TECHNICAL SKILLS

Operating System:
Windows, MacOS, Linux

Database/Server:
My SQL, Postgres, SQL Server

Programming Language:
Python, scikit-learn, Python, OpenCV, D3.js, H2O.ai, Spark, Hadoop, R Programming, Django, Angular.js, HTML, SQL, JavaScript, PHP

Other Software/Tools:
Tableau, Deep Learning, Machine Learning, IP Cameras, AWS Services, Microsoft Azure

CERTIFICATES

Certification for Applied Data Analytics (2019)

Cloudera Data Science Essentials Certificate (2018)

Essentials of High Performance and Parallel Statistical Computing with R (2018)

EDUCATION

Master of Science in Computer Science and Informatics
San Francisco University

2014 - 2016

INTERESTS

 Video Games

 Music


 Renewable Energy

 Artificial Intelligence



data
is good

- Tailor resume to match job requirements.
- Grab attention with concise intro statement.
- Quantify achievements for impact.
- Use strong action verbs.
- Highlight relevant skills.
- Incorporate job description keywords.
- Showcase results, not just duties.
- aim for a one or a two-pager resume.
- Include additional relevant sections.
- Proofread for errors and maintain polished look.



QUICK TIPS

"From Learner to Hired: Optimizing Your Data Science Resume"

