

## CAREER SUMMARY

Your resume shows why you are the best candidate for the job. Keep your resume professional and always be honest on your resume. The professional profile section should show what you can do and offer to the potential employer. Here is your chance to get the employer's attention and invite the reader to learn more about you. Keep in mind what the company is looking for and how you can meet their needs. Sprinkle action verbs and words mentioned in the job position description and the ones commonly used in your industry throughout your resume.

## EXPERTISE

Generative AI and Large Language Models | Advanced Machine Learning | Text Mining and Natural Language Processing | Data Wrangling | Data Storytelling and Visualization | Risk Scoring | Clustering | Executive Communication and Stakeholder Management | Team Management | Leadership | Cross-functional Collaboration and Influence | Business Acumen and Strategic Decision-making

## TECHNICAL SKILLS

R | Python | SQL | Git/GitHub | HTML | CSS | Javascript | Microsoft Azure | Bash scripting | R/Python Shiny | Tableau | Power BI | Microsoft Office (Word, Excel, PowerPoint)

## PROFESSIONAL EXPERIENCE

MANAGING DIRECTOR | DLA Piper

Mar 2023 – Present

When applying to a particular job position, include only directly connected information to the job opening. Don't clutter your resume with full paragraphs. Instead, you can write a short description followed by 3 to 5 bullet points explaining the previous position and achievements. Sometimes only bullet points are enough. Use each bullet point to relate to the job position directly.

- Don't create dull lists of duties and responsibilities. You can use PAR statements to create accomplishment statements to talk about your work experience.
- P = Problem, Issue, Challenge, or Opportunity; A = Action you took to deal with the situation; R = Result, Impact, or Outcome of your efforts. Wherever possible, use numbers to quantify your experiences – how many, what specific, or how much. Include powerful resume action verbs and active voice.
- Use specific examples to show your accomplishments and qualities. Skip vague phrases or cliches, they don't tell much.

DATA SCIENTIST, MANAGER | Faegre, Drinker, Biddle & Reath (Tritura)

Apr 2019 – Mar 2023

Similarly, include only relevant skills, education and awards related to the job opening that make you more qualified for the job. Skip skills that are given or outdated as you're expected to know them already, for example, Microsoft Word. Instead, focus on specific programs, computer languages or apps beneficial for the job position.

- You don't need to include your full home address. For privacy reasons, it's better to include only the city and state. You can provide more details later. Consider if you really need to include photos, clipart, or graphs in your resume.
- Use only a professional email address with your first and last name. The phone number should be answered only by you and include a link to your LinkedIn account so that the hiring manager can find more information about you easily.

DATA SCIENTIST | Elder Research, Inc.

Feb 2014 – Apr 2019

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SYSTEMS ENGINEER | The SI Organization, Inc.

Jul 2011 – Feb 2014

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CONSULTANT | Touchstone Consulting Group

Mar 2008 – Jul 2011

Keep your resume to 1 page or maximum 2 pages. If you feel like you need more pages, you probably include unnecessary and not relevant information. Double-check for any typos or grammatical errors. These are a big NO for many hiring managers.

- Don't include "References Upon Request" or references in your resume. They take valuable space and don't add much value at the beginning of the hiring process. It's better to have them ready in a spare document.
- For more resume tips, check the second page of the 2-page resume template.

SYSTEMS ENGINEER | Systems Planning and Analysis, Inc.

Sep 2007 – Mar 2008

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## EDUCATION

BACHELOR OF SCIENCE | Systems Engineering | University of Virginia

2003 – 2007