

Maho Yamada

College Park, MD | LinkedIn | (786)782-8327 | ymd99mh@gmail.com

EDUCATION

University of Maryland

BS in Information Science, Data Science (3.95)

- Awards: Distinguished Dean's Honors List, Dean's Honors List

College Park, MD

Graduation Date: May 2022

WORK EXPERIENCES

University of Maryland

IT Service Technician

College Park, MD

Jan 2021 - Present

- This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
- Your bullet points should start with a strong action verb, which then follows with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
- When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does this experience relate to your internship/employment goal?

University of Maryland

Teaching Assistant

College Park, MD

Jan 2020 - Dec 2020

- Promoted to be an undergraduate teaching assistant(TA) for INST126: Introduction to Python, and INST326: Object-Oriented Programming in Python, INST377: Dynamic Web Development.
- Held weekly office hours and organized activities with the TA team. During the work in INST 326, I was the lead of the TA team, and I managed to engage the member to work on the tasks efficiently by communicate with each member, and organize the biweekly meeting.
- During the end of the semester student feedback survey, I scored at the following percentiles among all students responses: 100th for TA's attitude and professionalism, 97th for TA's helpfulness and preparedness, 95th for communication and teaching effectiveness

LEADERSHIP EXPERIENCE

University of Maryland

Project Manager

College Park, MD

2020 Jan - Present

- Have managed to be a project manager in multiple projects. One on-going project is developing an aesthetic-designed flappy bird game with dynamic leader-board and scoring system.
- Schedule team meetings often with the pair programmer to create a productive process, and make sure we both know the milestones, goals, and tasks.
- Made few divisions to change the direction of project to solve the issues that the team was facing.

SKILLS & INTERESTS

Skills:

Proficient: Python, HTML, CSS, Git/Github, Adobe Illustrator

Familiar: JavaScript, SQL, React, Bootstrap, Adobe InDesign, Adobe PhotoShop,

Adobe Acrobat, AWS, Heroku

Interests: UX/UI design, Marketing, Data Analysis, Workout, Photography



Resume Example [Professional]

Location | LinkedIn | Phone Number | Email

EDUCATION

University

Major/Degree

- GPA, Organizations, Coursework, etc.

Location

Graduation Date

WORK EXPERIENCE

Company

Position

Location

Dates

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Company

Position

Location

Dates

- Your bullet statements should be in proper tense, using –ed for past experiences and present tenses for current positions. Make sure that your writing is free of grammatical errors and punctuation.
- When including numerical achievements during your experiences, make sure to include (if applicable) the quantity, population, frequency, and impact of your work whenever possible.
- To make your resume flow, read it over. Check and see if it is easy to read with no overflowing of text. You should avoid the usage of different colors, multiple fonts, pictures, and brief/too dense information. Your resume should show who you are while being professional.

LEADERSHIP EXPERIENCE

Company

Position

Location

Dates

- This section is optional if you have various leadership experiences and other activities you want employers to know. By having multiple sections, it allows you to emphasize your most relevant experience.
- Positions within this section should be formatted similar to previous experience sections, including bullet points if necessary.
- You may also include work experiences that may not be directly related to the job/internship you are applying to, but add to your credibility by exemplifying your past work experiences.

SKILLS & INTERESTS

Skills: These skills should be concrete and testable. These should not be soft skills like communication, organizational, and interpersonal skills, but instead incorporated into your bulleted accomplishment statements above. You can add technology skills (Ex: Microsoft Office, Quickbooks, SQL, etc.) and languages (Ex: Spanish, French)

Interests: What are you interested in getting into + what do you like to do outside of work/for fun?



Wonsulting Wendy [Student]

Los Angeles, CA | [LinkedIn](#) | 562-111-1111 | hello@wonsulting.com

EDUCATION

San Jose State University

BS in Business Administration, Marketing (GPA: 3.9)

San Jose, CA

Graduation Date: June 2020

- Organizations/Awards: Honors Program, Second Harvest, Dean's Honors List, Chancellor's Honors List

WORK EXPERIENCE

Wonsulting

Marketing Strategist

Los Angeles, CA

September 2020 – Present

- Generate reports on Sprout Social and Excel to conduct trend analysis for social media content, identifying niche to optimize organic reach from 13% to 27% in a span of 3 months.
- Collaborate with senior management including marketing lead to grow Instagram and LinkedIn accounts, implementing posting schedules for popular content which increased followers to 100k+
- Provide recommendations to enter a niche market for career tips, conducting market research on Qualtrics for 100+ infographics and video content on TikTok
- Utilize CRM platforms including Salesforce and Hubspot to service 50+ clients daily, working with sales team to identify pain points and marketing opportunities for success stories

Target

Sales Manager

San Jose, CA

January 2019 - January 2020

- Analyzed financial statements, business summary reports, and dashboard recaps to attain data based on product comparable percentages and penetration rates for district managers which increased store efficiency by 16%.
- Collaborated with senior management on multiple functions including customer success and finance, increasing survey submissions from 60% previous month to 75% by identifying the pain points of customer feedback.
- Evaluated 100+ employees in 6 departments through surveys and office hours assessing strengths and overall skills which improved productivity for tasks by 23% daily.

Nordstrom

Seasonal Sales Associate

San Francisco, CA

April 2018 – September 2018

- Presented recommendations for seasonal sales items including clothing and electronics to senior management, streamlining POS which accumulated to \$1,500 in sales daily
- Reviewed P&L with sales lead and district manager to identify highest & lowest penetration rates on all products, analyzing all products which increased efficiency of deliveries from store to customer by 17%
- Maintained and built relationships with 100+ customers daily, providing exceptional customer service and efficient product deliveries daily which translated to a customer satisfaction rating score of 97%

LEADERSHIP EXPERIENCE

Association of Latino Professionals For America (ALPFA)

Director of Professional Development

Riverside, CA

April 2017 – Present

- Partner with 100+ professionals and recruiters in various firms and organizations, bringing out 10+ companies including Deloitte, KPMG, Vanguard, and Kohl's for our Professional Networking Dinner with 150+ attendees.
- Spearhead events for weekly meetings regarding resumes, cover letters, and LinkedIn workshops, presenting research during ALPFA Regional, Los Angeles Pre-Convention workshop for 110+ students and professionals.

Second Harvest

Volunteer Lead

Toronto, ON

March 2019 – May 2019

- Coordinated 3 events with team members regarding food rescue charities at local businesses, generating 50 tons of vegetables and fruits to donate to 500+ homeless shelters across the Toronto area
- Provided 105+ vegetable meals daily to front-line workers to help prevent 70M+ pounds of greenhouse gases

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, PowerPoint) | Sprout Social | Salesforce | HubSpot | Qualtrics | CRM

Interests: Marketing & Operations, Analytics, Career Consulting, Speaking at Universities, Basketball



Wonsulting Wendy [Professional]

Los Angeles, CA | [LinkedIn](#) | 562-111-1111 | hello@wonsulting.com

WORK EXPERIENCE

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