

**Resume Template Guide**

***MAS, MSA, MSBA, MSF, MSM, & MSTM***

Template Details

* Begin on page 3
* They are in Microsoft Word format and are best viewed in the latest version of Microsoft Word
* Are broadly organized by years of professional experience
* Feature specific descriptions only as examples (e.g., Champaign, 3.86 GPA, Hindi language)

Instructions

* **Choose the *template, template section, and order of section appearance* that you feel best aligns with your situation and experience**
* Do not choose a template solely because it aligns with your experience level (e.g., 3-5 years)
* Understand that not every component is crucial/necessary for you to include

Important Reminders

515 East Gregory Drive, Champaign, IL 61820 **| https://giesgroups.illinois.edu/bcs/home/**

* **When copying and pasting** templates/sections, the formatting of destination document should be set to **“Narrow” margins**, which is found in the “Layout” tab of MS Word (Layout > Margins > Narrow)
* For smoother transitions across PCs, MACs, and other systems/programs, consider “Keep Source Formatting” (Home tab > Paste button > ‘down’ arrow > Keep Source Formatting button)

The black boxes are organized and sorted by years of professional experience.

\*DELETE THESE BOXES WHEN COPYING AND PASTING



**Resume Essentials**

A resume serves as a summary of your strongest assets and skills from your experience as well as a differentiator from other candidates. A resume will not alone secure a job/internship, but it is a critical element for strong interviews. Below are some tips and best practices to consider.

Other Sections

* **Education:** college, majors, minors
* **Experience:** full time, part-time, internship
* **Activities:** student organizations, volunteer and professional experience
* **Additional Information:** any skills such as technical skills, languages, licenses, and certifications. (DO NOT include religious or political affiliations)

Core Sections

These sections may also help better represent your background and experience -:

* Honors and Awards
* Activities
* Leadership Experience
* Skills
* Projects
* Volunteer Experience

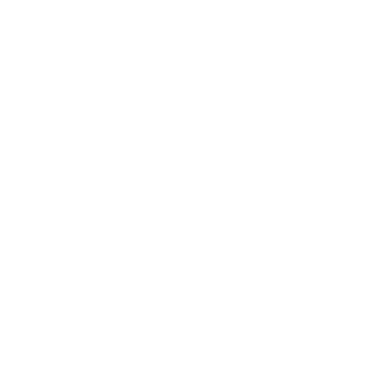
Commons Mistakes

Formatting Guidelines

* **Length**: 1 page\*
* **Font size**: 11 or 12
* **Font style**: Calibri, Garamond, Helvetica, Tahoma, Verdana, Arial or Times New Roman

*\*Resumes longer than 1 page in length are advised to be reserved for candidates with* ***extensive*** *experience*

* Spelling and grammar errors
* Missing contact information
* Passive language (no action words)
* Wordy language/writing style
* Difficult to quickly read/clunky formats
* Lack of quantity, numbers, or results
* Inconsistent spacing/alignment
* Confusing/indirect language
* DO attune resume to the role you’re applying for
* DO use consistent fonts and formatting
* DO list information in sections in reverse chronological formal (i.e., most recent comes first)
* DO check for potential formatting changes before sending, converting to PDFs, or attaching on online job applications
* DO start bullets with action words/verbs



* DON’T use unprofessional abbreviations/acronyms
* DON’T use numbered or lettered lists
* DON’T include photographs
* DON’T use slang
* DON’T list references



* DON’T use periods (.) at the end of bullets
* DON’T write in first person (“*I* did this”)
* DON’T forget to proofread

**Feeling stuck?** Matriculated students are encouraged to **schedule a one-on-one resume/cover letter/LinkedIn review** with a Gies Career Advisor in person or virtually after the semester begins. More details regarding Gies Career Services will be provided during orientation. Visit [Gies Career Services](https://giesgroups.illinois.edu/bcs/home/) to learn more!

**This resume features a candidate with 0 years of professional experience.**

**Johnny Appleseed**

[jseed2@illinois.edu](mailto:jseed2@illinois.edu%20) | (217) 999-2222 | <http://www.linkedin.com/in/johnseed>

**EDUCATION**

**University of Illinois Urbana-Champaign, Gies College of Business Champaign, IL**

Master of Science in Finance (STEM designated program); GPA: XX/4.0Month 20XX

**University of XYZ** **City, ST**

Bachelor of Business Administration in Accounting, GPA: XX/4.0 Month 20XX

**LEADERSHIP EXPERIENCE**

**University of XYZ Blockchain Association City, ST**

*Community Knowledge Lead* Month 20XX – Month 20XX

* Consulted with student and community start-ups to educate on blockchain integration feasibility
* Conducted weekly seminars for local business community to educate on blockchain and cryptocurrencies
* Developed unique training platform for small business owners to incorporate cryptocurrencies as a payment method

**Finance Club of the University of XYZ City, ST**

*Treasurer* Month 20XX – Month 20XX

* Instituted Work in Progress (WIP) monthly meetings for job progress evaluation and performed all aspects of the percent completion revenue (dues) recognition accounting
* Managed & Operated (on voluntary basis) $50,000 budget for university career fairs
* Directed cash management, construction loan administration, corporate budget, accounts payable, and cash receipts departments. Supervised a staff of 16
* Provided detailed and transparent bookkeeping of all transactions in file (Excel)

**ACTIVITIES**

**University of XYZ Student Board City, ST**

*Chairperson* Month 20XX – Month 20XX

* Reviewed and recommended all travel and expense reports for Annual Student On-Site Visits
* Proposed feasible plans to raise funds and collaborated with teams in different functions; funding activity exceeded the target by 20%

**XYZ Language Pals City, ST**

*Volunteer English Tutor* Month 20XX-Month 20XX

* Administered weekly self-created lessons involving reading, writing, grammar and critical-thinking skills
* Collaborated across diverse teams to implement content-based assignments for strengthening students' English speaking and listening skills

**Habitat for Humanity City, ST**

*Build Volunteer* Month 20XX – Month 20XX

* Forming and installing flashing and J channels around windows and doors to prevent water damage
* Remodeled and upgraded homes to increase energy efficiency
* Utilized hand and power tools safely and efficiently to complete construction tasks quickly and efficiently

**ADDITIONAL INFORMATION**

**Languages:** Mandarin Chinese (native), Hindi (basic)

**Technical Skills:** Morningstar Portfolio X-Ray (advanced), Python (proficient), C++(proficient), STATA (developing), SPSS (proficient)

**Research Tools:** Capital IQ, Morningstar, Bloomberg

**Mila Kunis**

**This resume features a candidate with 0-1 years of professional experience.**

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**EDUCATION**

**University of Illinois Urbana-Champaign, Gies College of Business Champaign, IL**

Master of Science in Management (STEM designated program); GPA: XX/4.0Month 20XX  
*Specialization*: Asset Management

**ABC University**  **City, ST**

Bachelor of Business Administration in Accounting, GPA: XX/4.0 Month 20XX

**EXPERIENCE**

**Deloitte City, ST**

*Intern, Audit Department* Month 20XX – Month 20XX

* Investigated a real estate client’s overseas subsidiary in Indonesia in terms of control of funds, business operations, employee property rights, as well as compliance with tax laws and business regulations
* Identified potential problems and risks in the subsidiary by reviewing business documents, contracts, and conducting both desk and empirical research
* Communicated effectively with clients to gather financial information, including balance sheets, statements of cash flow, income statements, business contracts, and bills and vouchers
* Identified more than 10 discrepancies in the financial information and presented to the manager

**ACTIVITIES**

**Business Students and Alumni Association City, ST**

*Vice President, Alumni Relations Department* Month 20XX – Month 20XX

* Reached out to more than 20 alumni and invited them to participate in the alumni discussion panel; achieved the highest attendance rate by promoting the event on various social media platforms
* Proposed feasible plans to raise funds and collaborated with teams across different functions. Funding activity exceeded the target by 20%

**ABC Public Library Friend Shop Bookstore City, ST**

*Volunteer Cashier* Month 20XX-Month 20XX

* Trained five volunteers to provide professional customer service and to complete sales transactions
* Mentored and educated new customers about bookstore’s pricing and discount policy; convinced more than 50 customers to purchase membership

**AIESEC City, ST**

*Exchange Participant Manager* Month 20XX – Month 20XX

* Developed innovative motivational techniques and increased the number of participants by 23%
* Successfully matched two exchange participants with target projects in Ukraine
* Coordinated exchange issues, such as project design, with overseas project managers

**Young Entrepreneurs of the Future City, ST**

*Director of Financial Department* Month 20XX – Month 20XX

* Arranged financial affairs within a team of seven, prepared budgeting for product evaluation and engaged in financial planning to carry out a business plan for entrepreneurs to review

**ADDITIONAL INFORMATION**

**Languages:** Mandarin Chinese (native), German (basic)

**Technical Skills:** MATLAB (advanced), Python (proficient), C++(proficient), STATA (developing), SPSS (proficient)

**Research Tools:** Capital IQ, Morningstar, Bloomberg

**Roger Federer**

**This resume features a candidate with 1-3 years of professional experience.**

**federer2@illinois.edu • (123) 456-7890 • 1111 Grand Slam Dr, Wimbledon, ST 010101**

**Education**

**University of Illinois at Urbana-Champaign** CPA Eligible: Month 2XX

Master of Accounting Science with Real Estate Concentration Expected Graduation: Month 2022

Honors: Diversity Fellowship, Illinois CPA Society Herman J. Neal Accounting Scholarship

**Eastern Illinois University** Graduation: Month 20XX

Bachelor of Science in Accountancy GPA: 3.86

**Professional Experience**

**Ernst & Young** City, ST

*Assurance Intern* Month 20XX-Month 20XX

* Confirmed investments’ position sizes by sending confirmations and agreeing to trial balances for existence and completeness testing
* Agreed tax provisions to the client’s financial statements for valuation of deferred tax assets and liabilities
* Performed substantive tests of client’s allocation schedule, management fees, and other expenses

**Prairie Research Institute** City, ST

*Hourly Inventory Student* Month20XX-Month 20XX

* Performed the biennial inventory of more than 8,000 items, each costing at least $5,000
* Utilized tablet and scanner to update user access and location when located at the 5 state scientific surveys

**Gies College of Business** Champaign, IL

*Accountancy 201/202 Tutor* Month 20XX-Month 20XX

* Handpicked from a pool of 1600 applicants to serve as a tutor for the two required accountancy courses in the Gies College of Business
* Assisted students in developing professional attributes such as time management and becoming an independent learner
* Acted as a proctor for exams and a quality control liaison between the students and two professors

**GCM Grosvenor** City, ST

*Portfolio Management Intern* Month 20XX-Month 20XX

* Performed objectives and constraints tests ensuring constructed portfolio aligned with client’s goals
* Collaborated with colleagues in case study to assemble a portfolio and present to the Investment Committee
* Created client deliverables analyzing fund returns, volatility and measures compared to financial indices

**Campus Involvement**

**Eastern Illinois University Department of Housing**City, ST

*Residential Adviser* Month 20XX-Month 20XX

* Fostered a floor environment conducive to academic success and social justice exploration for 60 residents
* Intentionally connected with each resident twice per semester to help them identify campus resources and recognize the basic dimensions of personal wellness

**Student Alumni Ambassadors** City, ST

*Co-Director of Sponsorship* Month 20XX-Month 20XX

* Developed relationships with local businesses with the goal of obtaining sponsorship for campus events such as I Love Illinois Week and iHelp
* Collaborated with executive board to identify vendors and grants for donations and monetary support

**Additional Information**

* Language: English (fluent); Mandarin (fluent)
* Technology: Tableau (developing), Excel (advanced), QuickBooks (proficient)

**Kang Sae-Byeok**

**This resume features a candidate with 1-3 years of professional experience.**

[ksb2@illinois.edu|](mailto:ksb2@illinois.edu|)(217)858-5555| <http://www.linkedin.com/in/number67>

**EDUCATION**

**University of Illinois Urbana-Champaign, Gies College of Business** Champaign, Illinois

Master of Science in Business Analytics, Month 20XX GPA: XX/4.0

**Peking University** Province, Country

## Bachelor of Science in Marketing, Guanghua School of Management, Month 20XX GPA: XX/4.0

## **EXPERIENCE**

**Illinois Business Consulting** Champaign, IL

*Consultant, Digital Transformation and Implementation* Month 20XX – Month 20XX

## Estimated project scope, timeline and budget for Fortune 500 and Startup clients; understood and identified need for data stewardship; managed communication flow end-to-end resulting in client satisfaction.

* Conducted research and feasibility analysis on clients by using industry and competitor analysis, and McKinsey 7S model; analyzed data using Excel, R, and Python; completed over 70 pages of reports.
* Identified multiple opportunities and developed process improvement strategies for clients facing digital transformation and enablement stages.

**Heartbeat** City, ST

*Intern, Marketing, Operations and Customer Support* Month 20XX – Month 20XX

## Conducted market research and analysis of the platform, evaluated existing functions, and devised innovative solutions for development team and brand ambassadors.

* Worked closely with creative development and marketing teams to help execute creative sales concepts.
* Redesigned the Heartbeat product experience and brand vision by creating new illustrations and marketing designs in order to acquire new users and increase customer retention.
* Developed customer journey map and maintained company’s social media pages with new content creation, blog posts, and video posts.

**Speakeasy: Professional Translation Services** Remote

*Bilingual Translator* Month 20XX – Month 20XX

## Reviewed and corrected other translators’ translations from English to Mandarin and Mandarin to English.

* Translated journal articles, specialized on machinery, electronics, architecture, business & administration.
* Sorted out terminologies and entered them in the terminology database to support uniform translation.
* Translated the book *Here’s How* which teaches baking skills, published in 20XX.

**Village Café** Xinjiang, China

*Part-Time Staff* Month 20XX – Month 20XX

## Communicated customers’ preference to chef and ensured customer satisfaction in fast-paced environment.

* Helped organize discussion forums to create engaging atmosphere and attract new business.

**PROJECTS**

**ABC University** Sichuan, China

## Workshop Achievements Project Month 20XX – Month 20XX

* Established a brand promoting the concept of healthy eating through public Facebook fan page; designed the brand’s icon; organized 3 selling events on campus; made 500 organic lunch boxes sold to students.

**ACTIVITIES/LEADERSHIP**

Member, MSBA Academic Leadership Committee Month 20XX – Present

Vice President, Student Union, Peking University Month 20XX – Month 20XX

Zhuohang Li

**This resume features a candidate with 3-5 years of professional experience.**

[zl2@illinois.edu](mailto:zl2@illinois.edu)  324-555-0001  <http://www.linkedin.com/in/zhouhangli>

### EDUCATION

**University of Illinois Urbana-Champaign, Gies College of Business** Champaign, IL

*Master of Science in Accountancy (Concentration: Data Analytics), GPA: XX/4.0* Month 20XX

Eligible to sit for CPA Exam in Spring 20XX

**Stockholm School of Economic** City, Country

*Bachelor of Science in Economics, GPA: XX/4.0* Month 20XX

**PROFESSIONAL EXPERIENCE**

**Northwestern Mutual** City, ST

*Application Input Representative* Month 20XX-Month 20XX

* + Analyzed life and disability insurance applications to identify errors and determine corrective action
  + Improved processes by creating action plan to improve employee efficiency and throughput
  + Achieved over 99% accuracy in processing applications per standardized work layout
  + Evaluated system enhancements, reporting errors, and suggesting improvements before system launched
  + Communicated with Financial Representatives to address defects and collect additional data

**Deloitte** Mumbai, India

*Tax Strategy Intern* Month 20XX-Present

* + Established accuracy and validity in various corporate tax strategies by detecting trends and forecasting outcomes to recommend methods of tax burden reduction to clients
  + Communicated and educated on a variety of complex tax regulations and tax events to corporate leaders by connecting regularly and delivering presentations
  + Cooperated with Audit Team to identify actionable opportunities for improvement in the corporate tax environment by attending meetings and advising audit on activity decisions

**BDO Stockholm** City, Country

*Audit Intern – Fiscal Year Audit and Due Diligence Investigation* Month 20XX-Month 20XX

* + Led an intern group to conduct various substantive analytical procedures and demonstrated time management skills by productively completing the assigned assignments within a tight timeframe
  + Interviewed senior managers to understand internal processes and assisted in performing tests of controls

### ACTIVITIES AND LEADERSHIP

#### Illinois Business Consulting (IBC), Gies College of Business Champaign, IL

*Consultant* Month20XX-Present

* + Strengthened communication and research skills by cooperating with seven team members, conducting research, and creating marketing strategies to help client in IT industry to attract venture capital
  + Interacted with client to learn about their organizational need and reported to the management team on a weekly basis by constructing pitch decks and giving presentations

**Gies Business Graduate Programs, University of Illinois Urbana-Champaign** Champaign, IL

*Student Social Media Coordinator* Month 20XX-Present

* + Established Instagram and Facebook accounts for Gies Business Graduate programs, while serving as a brand ambassador, to network with alumni, current and prospective students
  + Developed and executed a consolidated branding strategy for the six different programs and created engaging social media content adhering to these guidelines

### 

### PROGRAMS AND SKILLS

**Technical Skills:** Excel, Tableau (Data Visualization, Interactive Dashboard)

**Programming:** SQL, Access, CSS, R

**Haeun (Johnny) Park**

**This resume features a candidate with 5-10 years of professional experience.**

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# EDUCATION

# University of Illinois Urbana-Champaign, Gies College of Business Champaign, Illinois

*Master of Science in Finance, Month* 20XXGPA:4.0/4.0

CFA Level X Candidate, Eligible to sit for CFA exam in Month 2022

### ABC University Province, Country

*Bachelor of Science in Finance, Month 2014* GPA: 3.95/4.0

### DEF University City, Country

*Exchange Student in College of Business, Spring* 20XX

# EXPERIENCE

**HIJ Securities** City, Country

**Management Trainee, M&A Department** Month 20XX – March 20XX

* Conducted comparable company analysis by comparing the valuation multiples with world leading sports stores listed on NASDAQ. Created PowerPoint presentation for the company’s IPO roadshow
* Worked closely with the bond project team to draft the prospectus of corporate bonds and analyze the key financial index and profitability

**EFG Capital** Province, Country

**Senior Associate, Brokerage Department** Month 20XX – Month 20XX

* Assisted the securities brokers in setting up investment trading accounts based on institutional clients’ needs
* Researched several companies on the market position, industry potential, average industry P/E ratio and company P/E ratio, in order to support the brokers to build a profitable stock pool

**ABC Investments** City, Country

**Associate, Credit Department** Month 20XX – Month 20XX

* Analyzed and investigated loan cases and prepared a risk analysis report detailing the credit market
* Conducted research on more than 25 local companies, and wrote a credit report based on the research and company’s financial statements

**Analyst, Credit Department** Month 20XX – Month 20XX

* Analyzed and investigated loan cases and prepared a risk analysis report detailing the credit market
* Conducted research on more than 25 local companies, and wrote a credit report based on the research and company’s financial statements

**ACTIVITIES/LEADERSHIP**

Volunteer, Champaign Parks Department Month 20XX – Present

Chairperson, Financial Professionals of City Committee Month 20XX – Month 20XX

Vice President, Financial Analysts of City 20XX – 20XX

**HONORS**

* Merit Scholarship, University of Illinois at Urbana-Champaign 20XX
* National 2nd Prize, Management Competition, ABC University 20XX

**ADDITIONAL INFORMATION**

* **Languages:** Mandarin Chinese (Native); Japanese (Basic); English (Fluent)
* **Technical Skills:** MATLAB, Python, C++, R, STATA, SPSS (Expert level for regression and multiple variable analysis)
* **Research Tools**: Capital IQ (Proficient), Morningstar (Proficient), Bloomberg (Proficient)

**JENNY APPLESEED**

**This resume features a candidate with 10+ years professional experience.**

[jseed2@illinois.edu](mailto:jseed2@illinois.edu%20) ∙ (987) 654-3210 ∙ <http://www.linkedin.com/in/janeseed>

**SUMMARY**

*Dedicated enterprise technology manager and consultant driven to enhance efficiency in medium to large-cap financial firms while focusing on clients and impacts on AUM growth. Over 20 years of experience supporting international firms (large and small) in pursuit of gaining a competitive advantage through optimization of technology approaches such as financial instrument implementation, black box data solutions, integrated employee/client interfaces, and revenue forecast/pipeline strategies.*

##### EDUCATION

**University of Illinois Urbana-Champaign, Gies College of Business**

*Master of Science in Technology Management (professional track), Month 2023* GPA: XX/4.0

Concentration: Information Technology and Control

##### University of State Location

*Bachelor of Science in Molecular Biology, College of Arts and Sciences, Month 2001* GPA: XX/4.0

**PROGRAMS AND SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| * SQLs (advanced) | * C++ (advanced) | * ApptioOne (advanced) | * French (fluent) |
| * Salesforce (advanced) | * Tableau (advanced) | * Nicus (proficient) | * Mandarin (basic) |
| * Python (advanced) | * Power BI (advanced) | * AWS (intermediate) | * English (native) |

##### PROFESSIONAL EXPERIENCE

**Deloitte** City, ST

Internal Technology Partner Month 20XX – Month 20XX

* + Established strong client facing engagement skills through collaborations with upper management and leadership
  + Completed user acceptance testing for newly designed websites and provided feedback during team sessions
  + Supported developers by gathering information and data for a custom application being built for a steel company
  + Improved research skills by collecting information on 1,100 firms, identifying potential clients, and writing reports

**Morningstar, Inc.** City, ST

Vice President - Business Network Development Month 20XX – Month 20XX

* + Established strong client facing engagement skills through interactions with upper management and leadership
  + Completed user acceptance testing for newly designed websites and provided feedback during team sessions
  + Supported developers by gathering information and data for a custom application being built for a steel company
  + Improved research skills by collecting information on 1,100 firms, identifying potential clients, and writing reports

City, ST

Senior Business Technology Director Month 20XX – Month 20XX

* + Updated Unix OS patches and ensured compliance with STIG requirements
  + Developed scripts to automate network administration tasks and application deployments
  + Facilitated swift resolution of embedded scripting error on Unix system for over 100 users
  + Strengthened business-continuity planning as a member of company’s security incident response team

**Salesforce** City, ST

Business Development Technology Director Month 20XX – Month 20XX

* + Designed and implemented dashboards and tailored reports for sales, ad ops, and finance departments
  + Assisted in developing Project Scope, Business Requirements and Functional Requirements with internal team and clients
  + Integrated and administered Salesforce for Outlook (SFO) for large end-user base
  + Managed and administered email marketing reporting and metrics analysis

**Ground Floor Partners** City, ST

Internal Technology Consultant Month 20XX – Month 20XX

* + Created the process for and led the effort to upgrade ABC versions and AB levels on 500+ servers
  + Procured, implemented, and configured all business and account-related equipment, providing products and services aligned to internal business and customer-defined requirements
  + Managed data migration Cisco network elements
  + Integrated tracking software. Built and led a feature development team to achieve technology edge over competition

**JKL Capital** City, Country

Associate: Sales Technology Month 20XX – Month 20XX

* + Performed system-engineering activities such as defining requirements, interfaces, and software architecture
  + Led effort to redesign AbcDEF's software, eliminating cost over-runs and enabling accelerated flight-testing
  + Managed offshore technical team and delivered projects on time and budget; with highest quality and customer satisfaction
  + Provided capacity analysis and assessment of performance for the SAP releases and rollouts

**EFG Partners** City, ST

Product Analyst Month 20XX – Month 20XX

* + Led SAP database refresh process for release testing
  + Validated operational readiness of the newly built ABC, Abcdei and ABCD servers to achieved s operation-ready status
  + Conducted three rounds of testing, including conversion testing of data from Legacy Systems to the new system by using analytical and complex formula via Excel
  + Improved research skills by collecting information on 1,100 firms, identifying potential clients, and writing reports

Business Technology Intern City, ST

Month 20XX – Month 20XX

* + Developed website mock-ups to ensure proactive quality control prior to project development phase
  + Provided user training on different functionalities, screen navigations, and portal transformations
  + Prepared project progress reports and status reports and submitted to the management on an ongoing basis
  + Used MS Visio to create business flow diagrams and workflow diagrams

##### COMMUNITY ENGAGEMENT

**University Club of City** City, ST

*Membership Councilperso*n Month 20XX – Month 20XX

* + Facilitated quarterly information sessions for prospective members with an existing member connection
  + Reviewed existing member referrals for quality and legitimacy
  + Supported management by assisting in prospective member interview process

**Sotheby’s: Underrepresented Artists Foundation (UAF)** City, ST – Virtual Offices

*Board Member* Month 20XX – Present

* + Delivered opinions regarding new artists submitting works for funding opportunities
  + Supported coordination of philanthropic events involving auctions serving to fundraise for minority artists
  + Fostered a welcoming environment for artists successful in being awarded funding via UAF prior to gallery openings

##### LEADERSHIP

**University of Illinois Women in Consulting** Champaign, IL

*Founder* Month 20XX – Present

* + Allocated a budget of over $97,000 for various outreach events to increase awareness and donor contributions
  + Prepared and empowered teams of women pursuing careers in consulting by providing mentorship and building networks

**Student Emergency Medical Services (SEMS)** City, ST

*Director of Operations* Month 20XX – Month 20XX

* + Served as the primary coordinator of standby teams at major campus events (e.g., Football games, Campus Marathon)
  + Communicated with the Operations Team to accomplish goals, such as improved training opportunities, purchasing more efficient medical equipment, and working to develop a Quality Assurance System

##### NOTABLE PROJECTS

**Salesforce Data Automation: JKL Capital** City, ST

*Lead Data Coordinator completed Month 20XX*

* + Sourced and sold over $3.5M of IT server hardware to global wholesalers and end-users
  + Coordinated the development of Salesforce transfer to increase various consulting contracts including, market and baseline surveys, program closeouts and mid-term review
  + Designed administrative accounts for managing partners, including private equity and real estate branches, while providing guidance on technology management structure and intellectual property practices

**Data Pool Transformation Automation: QRS Private Wealth** City, ST

*Project Director completed Month 20XX*

* + Created strategy and underlying detailed 5-year Business Plan integrated with most recently technology for 20XX onward
  + Created successful ABC and XYZ standards and systems to generate revenue, create consistency and reduce loss
  + Managed business and program solutions of existing technology development team according to management’s goals, experience, and reported opportunities for growth

**Internal Platform Unification: TUV Debt Financing** City, ST

*Team Lead - User Interfaces completed Month 20XX*

* + Automated the calendar process to conduct tracking number information directly from the vendor sites using ABCD
  + Implemented Analytics Admin Tool mappings for Defgh and custom tables and implemented Datatools designer mappings based on specific business requirements
  + Established dimension, dimension hierarchy and aggregate rules for Fact and Dimension tables