

Resumes That Win

Resume 1

This is media project manager's resume which helped him land a \$70K job (\$15K more than his previous), which he turned down for an even higher paying job that allowed him to work from home. What I like the most about this resume is that he shows a very clear progression from where he started to where he is today. Notice that he broke down his roles at "Acme Digital" to show his progression from "Production Assistant" to "Production Coordinator" to "Associate Production Manager" – clearly someone who's on the rise, which hiring managers love to see.

overview

Innovative and energetic business professional with experience scheduling media projects, optimizing workflow, and motivating teams to meet deadlines with positivity and pride. Recognized for exceptional creativity and outstanding problem solving abilities, while making substantial contributions in both the film and technology industry.

skills

- Proven project management skills on complex projects involving technical and creative components.
- Demonstrated experience working with large, multi-discipline teams in a fast-paced, constantly evolving environment.
- Ability to create and maintain successful production schedules that meet deadlines on-time and on-budget.
- Comprehensive knowledge of social network platforms and user-generated content websites.
- Expert knowledge of Microsoft Office, Google Apps, Apple iWork, Adobe Photoshop, Mac OS X, Linux/Unix, Windows. Working knowledge of HTML, Adobe Dreamweaver, Adobe Illustrator, Filemaker Pro.

work experience

ACME DIGITAL | Los Angeles, California

ASSOCIATE PRODUCTION MANAGER · 2009 - Present

- Manage a team of four production coordinators and 25+ digital production artists/engineers in the Layout department.
- Create weekly performance reports in Microsoft Excel charting the progress of department deliverables.
- Collaborate with producers, production managers, designers, and product managers to create schedules for internal software development and shot production.
- Improve work efficiency by designing web-based databases for the Layout department using project tracking software.
- Track schedules for six sub-departments on 1200+ shots and 120+ sequences through the two-year production of [FILM NAME] (Crew: 400, Release date: March 2011).

PRODUCTION COORDINATOR · 2008 - 2009

- Led a daily scrum of interdepartmental communication, prioritizing work, troubleshooting technical problems, and ensuring Layout and Animation's deliverables were aesthetically accurate.
- Maintained production databases, recorded meeting notes, and organized media content on the studio wiki to document the Animation and Layout department's workflow, contact information, and software usage guidelines.
- Tracked schedules for four sub-departments on 700+ shots through the two-year digital production of [FILM NAME] (Crew: 450, Approx. budget: \$175 million).

PRODUCTION ASSISTANT · 2007 - 2008

- Organized meetings and updated schedules for the general manager, producer, and production managers.
- Led early technical development of the studio's web-based project tracking software.
- Responsible for defining and implementing the company's absence/vacation reporting protocol, overtime lunch/dinner request system, and web-based production assistant help queue.
- Installed media workstations, built office furniture, delivered valuable equipment, and assembled large film sets.

ACME STUDIOS | Los Angeles, California

PRODUCTION COORDINATOR · 2007

- Monitored the daily operations for experimental film artist, [NAME]'s most recent project, [PROJECT NAME]
- Managed and trained three production assistants to arrange craft services, coordinate transportation for talent and crew, acquire last-minute art department prop materials, and administer \$350K budget.
- Directed and photographed five vignettes used for b-roll in the final film with a 2nd Unit Photography team.
- Collaborated with arts patrons to enlist their donation of services and equipment.

CAMPUS COMPUTERS | Los Angeles, California

SALES ASSOCIATE/DIGITAL VIDEO CONSULTANT · 2006 - 2007

- Provided sales and technical assistance to a community of 30K+ UCLA students, faculty, and staff regarding the purchase of computer hardware, software, and related peripherals.
- Conducted personal consultations with those seeking digital video/photography workstation solutions.
- Audited daily purchase activity (online and in store) to account for daily sales totaling up to \$100K.

ENTERTAINMENT AGENCY | Los Angeles, California

EXECUTIVE ASSISTANT · 2004

- Scheduled meetings, booked travel, prepared audition material, and organized press kits for a high-profile artist management firm whose clients have included Mariah Carey, Tyra Banks, and Jennifer Lopez.
- Handled confidential information while maintaining communication between clients and managers.
- Reviewed business contracts, film scripts, and artists' portfolios, providing notes for managers.

education

B.A. FILM STUDIES | University of California, Los Angeles, CA

- High Honors, GPA: 3.8/4.0
- Recipient of the Departmental Citation for Excellence in Film Studies

Resume 2

This resume helped this person land a 100% telecommuting, \$130K job as a software developer. It's a very technical resume which encompasses nearly 20 years of experience, so don't bogged down in the details. Some key points:

- The entire resume is in paragraph form instead of bullet points. I wouldn't recommend you do the same, but he was able to do this because he made every word count.
- The first paragraph is perfect: He immediately positions himself as 1. Someone who builds and ships software and 2. Someone with lots of experience wearing many hats (architect, manager, programmer).
- Since it's a detailed, technical resume, he does a great job summarizing his experience in the second paragraph. I don't always like summaries in resumes (they're almost always BS) but an excellent one will catch the hiring manager's attention and even excite them to read on.

PROFILE

My passion is for building and shipping software: whether a large scale web application, an enterprise software solution or a custom solution. As an architect/designer, a development manager or programmer I have over 19 years of industry experience including many major product releases.

I have managed and worked with both large and small multi-disciplinary teams as well as geographically dispersed and out-sourced teams.

TECHNICAL AND MANAGERIAL EXPERIENCE

I am highly experienced in software development management, design and programming.

As a manager I am expert in Agile development methodologies, team creation, people management and full product life-cycle management. I have a proven ability to create teams that move quickly and rapidly deliver high quality products.

As an engineer and architect I have developed large-scale multi-tier web systems, client-server products and desktop software. I have extensive experience with the .NET stack on Windows (all flavors) including C# and Visual Basic.NET as well as Web technologies such as HTML, PHP, Ajax, JavaScript, XML and XSLT.

Additional significant experience includes the LAMP stack, databases including multiple versions of SQL Server and Oracle as well as MySQL, C/C++, ActiveX/COM, Win32, MFC, classic ASP and Visual Basic and Business Intelligence including ETL, Reporting and Data Warehousing.

EXPERIENCE

Architect, Printers Inc., Baltimore, MA — 2008–2010

Involved in many projects across the organization, including the then largest capital investment Printers had made. Worked with and helped to improve the company's custom Agile methodology. Solutions architect for the manufacturing plant software as well as responsible for initiatives including tools like Balsamig, Atlassian Fisheye and Crucible. A key member of the team tasked with improving the software developer's workstations including responsibility for the purchase and roll out of approximately 100 machines. Made key contributions to the core software platform. Created a new BI dashboard app for the development organization to display key development metrics to senior management.

Technologies used included C#, .NET 3.5, SQL Server 2005 and 2008 and Windows Server 2003, 2008 and 2008 R2.

Senior Technical Architect, Software Inc., Baltimore, MA — 2007–2008

Created an entirely new seed-funded version of Software's FileMaker-like database application development tool.

Structured as a "skunk works" the project re-imagined Alpha as a fully Web based system. Built on the LAMP (Linux, Apache, MySQL, PHP) stack, the new project also experimented with SaaS and Cloud based platforms.

Director of Development, Career Centers, Baltimore, MA — 2005–2007

As a Director of Development of Career Centers, took the concept of an entirely new advertising system for Monster jobs from inception to product deployment and market success. The product was built using C#, .NET and SQL Server 2005 on the Windows Server platform.

Was responsible for hiring and leading the team, architecting and building large parts of the early iterations of the product and for creating a custom Agile methodology that included rapid development, a continuous build infrastructure and frequent high-quality feature deployment. The team was the first to achieve success with all these techniques within Career Centers.

Also responsible for the maintenance of acme.com, one of the top job sites (measured by traffic) in the world.

Software Architect, Area Corporation, Baltimore MA — 2004–2005

Designed and developed major components of the market leading startup manufacturing PLM/PDM system. The product is an n-tier XML based web based application with a rich browser based client

Led the development of a major part of the entire product to the .NET, C# and VB.NET platform including coding and design of major elements of the system as well as simultaneous port of product components to Java on Linux.

Managed a combined team of local and offshore developers through several major and many minor releases. Initiated the use of good engineering practices including design methodology, project scheduling, coding practices, triage, bug system design, and release mechanisms and criteria.

Led key technical thinking for Area's next generation architecture including working with Microsoft development groups and researching and advocating an AJAX-like approach to our user interface.

Independent Consultant (Own Company), Baltimore, MA — 1999–2004

Worked on a variety of projects including leading the development of a major .NET/C# based system, analysis of eCommerce marketplace systems, architecting and developing an analytic Java/XML based B2B eCommerce system, teaching and mentoring .NET development, scalability improvement of a Java based server, Web site development, SNMP agent development, developing video-conferencing software, appearing as an expert witness in a patent case, strategic architecture review for a B2B infrastructure product, and Java/J2EE/JSP system integration.

Program Manager, Core Corp Baltimore, MA — 1998–1999

Responsible for product definition and project management tasks for a new Web based programming language and operating system.

Member of Product Development, Online Collab, Inc., Baltimore MA — 1997–1998

Created an external API for the eRoom Web based collaboration tool. Provided architecture, prototypes, detailed specifications and marketing white papers. Also implemented a new internal object layer and new email system integration as well as evaluating localization companies.

Founder, Director of Development, Water, Inc., Baltimore, MA — 1992–1997

Senior designer and Director of Development consulting on all development projects for Water's client/server document management products. Responsibilities included participating in strategic planning, representing FileNet at industry standards meetings and sitting on the FileNet architecture committee.

Managed a team of developers developing two client products designed around a custom COM component architecture leading all aspects of product development from requirement analysis, design, architecture and development to beta testing and product delivery while implementing many major components of the Water products.

Key achievements include on time delivery of major projects, management of simultaneous development projects, staff training and development and staff retention during company reorganizations.

Research Assistant, National Poisons Center Palo Alto, CA — 1990–1992

Research Assistant, Stanford, Palo Alto, CA — 1989–1990

EDUCATION

Stanford, Palo Alto, CA — B.Sc. (Honors) Computer Science , 1989

Resume 3

This is a great resume—it leads with education and related accomplishments (which are very impressive), and the experience section is a concise blend of quantitative results, credibility markers and contextual details. See if you can spot them all.

EDUCATION

The University of California, Berkeley -- Haas School of Business

Berkeley, CA

Master of Business Administration

September 2011 – June 2013

- Concentration in Entrepreneurship and Strategic Management
- Member of the Entrepreneurship and Venture Capital Group
- Won 2nd place in 2011 Challenge Case Competition (selected by peers to participate)
- GMAT: 700

The University of California, Los Angeles

Los Angeles, CA

Bachelor of Business Administration and Bachelor of Art

September 2004 – December 2007

- Dual Major in Finance, Investments & Banking, Spanish Literature and Language
- Cumulative GPA: 3.6/4.0
- Honors: Graduate with Distinction (highest honors), Dean's List, Recipient of the Banking Excellence Scholarship

EXPERIENCE

Acme, Inc.

Los Angeles, CA

Financial Analyst, Emerging Product Finance

August 2010 – August 2011

- Managed operating and capital budgets and presented financial reporting packages to senior management team
- Partnered with senior business leaders on projects to develop business proposals and to resolve critical strategic issues associated with valuation and operation of [PRODUCT]
- Led a five person team to identify \$3 million in operating cost savings by redesigning internal system for tracking and benchmarking operational costs
- Convinced members of the budget committee to award the [PRODUCT] team with a \$24 million increase in operating budget by creating models to measure [PRODUCT]'s revenue contribution
- Recipient of the [BONUS], a yearly bonus given to one director-nominated finance employee recognized for their contributions in innovation and creation of faster, simpler processes
- Awarded the [BONUS] and three-time recipient of the [AWARD], recognizing team oriented work ethic and exceptional performance

Big Bank Inc.

Los Angeles, CA

Analyst, Investment Banking Division: Consumer / Retail Group

July 2008 – July 2010

- Prepared detailed valuation analyses for acquisitions, divestitures, leveraged buyouts, equity and debt issuances and strategic advisory assignments
- Represented [CORP A], one of the world's largest [PRODUCT] distributors, on its \$20.8 billion triple merger
 - Developed financial analysis presented to senior management and conducted financial and business due diligence
- Acted as lead active bookrunner for a \$414 million IPO of [CORP B]
 - Drafted S-1 filing, developed management presentation, analyst presentation and Roadshow presentation, simultaneously explored reverse-merger opportunities
 - Coordinated and accompanied management for two week long Roadshow presentation
- Advised [CORP C] on its \$300 million majority stake sale of to [ACQUIRING CORP], a special purpose acquisition company
 - Explored strategic alternatives including an outright sale, rights offering and bankruptcy filing

Chemical Inc.

Los Angeles, CA

Business Development Consultant

January 2008 – April 2008

- Worked closely with entrepreneur on a \$6 million joint venture with [UNIVERSITY]
 - Conducted extensive due diligence, collaborated closely with owner to create management presentation and constructed financial analysis to determine optimal consideration

Resume 4

This is a resume made by an artist and designer (I pulled out the text only for easier analysis). The language in this resume is actually just “ok” – there’s a lot to improve. But what I really like about this resume is that it emphasizes her skills instead of her specific employers. This person understood that most designers’ resumes look like this: Design Job 1, Design Job 2, etc. – by focusing on a variety of skills (media, technical, etc.) it makes her appear much more well-rounded and business oriented.

CAREER OBJECTIVE

To thrive in a challenging, fast-paced position that merges my passions for art and interior design with my skills in organization, social media, project management, and leadership.

INDUSTRY RELATED SKILLS

Interior Design and Organization

- Managed and operated a trade-only fabric and trim showroom
- Managed 90+ clients and designers in a busy couture drapery workroom
- Conceptualized and actualized design concepts for residential clients
- Supported a design team with home styling for book and magazine photo shoots
- Designed and styled sets and displays for television and for interior design trade shows
- Former professional organizing clients include [BANK] and [RADIO STATION]

Art and Graphic Design

- Self-employed as a freelance collage artist and graphic designer
- Taught art classes on collage and scrapbooking techniques
- Past collage projects include custom commissioned art pieces and album cover artwork
- Past graphic design projects include logo design, album layout, and apparel graphics (

Media and Communications

- Showcased DIY design and décor ideas as a guest blogger for [BLOG]
- Created unique blog content and maintained social media profiles for a non-profit organization
- Skilled in communicating design visions through technical drawings and freehand sketches
- Able to effectively listen to and understand client concerns in order to achieve a resolution (

Technical

- Excellent manual drafting and freehand drawing skills
- Educated in AutoCAD 2002-2005
- Knowledgeable in Outlook, Word, Excel, PowerPoint, Adobe Illustrator, and Photoshop
- Comfortable with both Microsoft and Macintosh computer platforms

EDUCATION

Interior Design Diploma, 2005

Oak College of Technology and Advanced Learning Graduated with 3.98/4.0 grade point average and received title of Sheridan Scholar

PROFESSIONAL EXPERIENCE

- **Freelance Artist and Designer**, 2008-Present Self-employed
- **Media Specialist**, 2011
XYZ Music [Vancouver, CA]
- **Scrapbook/Collage Class Instructor**, 2007-2009 Collage Co. [Vancouver, CA]
- **Project Manager and Designer**, 2006-2008 Design Studio [Vancouver, CA]
- **Showroom Manager**, 2006-2008
Art Gallery [Vancouver, CA]
- **Junior Designer**, 2005-2006
Design Studio [Vancouver, CA]
- **Professional Organizer**, 2004-2005 Professional Organizer Firm [Vancouver, CA]

ACCOMPLISHMENTS

- Volunteered full-time and traveled internationally with ZYZ Music, 2009-2010
- Featured as a professional organizer on [RADIO STATION] morning show, 2005
- Member of the National Association of Professional Organizers, 2004-2006
- Completed Second City Communications Workshops, 2003 and 2004
- [AWARD] recipient for best overall design project, 2003

INTERESTS AND ACTIVITIES

- Collecting vintage cameras and hardcover books
- Continuing to explore and learn new techniques in collage, photography, and graphic design
- Blogging 5 days per week about art, photography, design, and freelancing at [BLOG]
- Volunteering as a worship leader [on vocals and acoustic guitar] in music ministry (

PORTFOLIO AND REFERENCES

- Available upon request

Resume 5

This is a resume for a student who got interviews at all 11 of the management consulting firms he applied to. He made 8 final rounds, went to 6 of them and got 6 offers – all from top tier firms.

While he's clearly a very accomplished person, what I like most about this resume is his use of superlatives: Not just "Best Delegate Award," but "first ever Best Delegate Award." Not just "analyses," but "analyses that underpinned final go/no-go decisions." Remember that your hiring manager won't always understand the value of what you did—you need to teach them to respect your work.

EDUCATION & HONORS

New York University 9/2008 – 6/2012

B.A. Economics and Political Science

- **GPA:** 3.7/4.0; **SAT:** 2350/2400 (800 Math, 790 Critical Reading, 760 Writing)
- **Study Abroad:** Economics & China Studies, Peking University in Beijing, CN – Summer 2009

Awards and Honors:

- *1st Place*, out of 40+ teams, at [CONSULTING FIRM]'s 2011 Case Competition
- *Best Delegate* at [INTERNATIONAL CONFERENCE]
- *Best Delegate* at [CONFERENCE] 2010 at New York University
- *1st Place*, out of 96 entrants, by [UNIVERSITY] for 2009 speech
- *Most Outstanding Paper*, out of 70+ NYU nominees, for 2009 writing seminar research paper

WORK EXPERIENCE

Venture Capital Firm New York, NY

Analyst Intern – Venture Capital & Startup Development 8/2011 – Present

- Lead business expansion into three new service lines at portfolio company [COMPANY], growing market opportunity from \$25B to \$80B in advance of second round venture capital funding
- Built pitch deck with market sizing, expansion projections, and traction metrics for growth-stage investors
- Manage strategic partnership efforts between firm and key universities and research centers in NYC

Deals Inc. New York, NY

Business Analyst Intern 4/2011 – 8/2011

- Led three-month project roll-out of sales force and deal pipeline optimization system across Top 40 US cities, contributing to 12% monthly sales growth and 2% lift in market share
- Contributed key performance evaluation analyses of operations optimization project that underpinned final go/no-go decision by company COO and Senior VPs to expand to all North American divisions
- Spearheaded competitive market analysis of Deals Inc. Canada and issued recommendations to begin daily tracking of key market entrant and adjust quarterly deal mix in largest Canadian division

United States Department of Justice New York, NY

Intern – U.S. Attorney's Office 1/2011 – 3/2011

- Contributed analysis in major federal business fraud case with team of three Assistant U.S. Attorneys
- Authored 20-page appellate brief on behalf of the U.S. government in key federal human trafficking case

ACTIVITIES & INVOLVEMENT

Debate Team, Head Delegate – New York University 9/2008 – Present

- Led team to five-fold increase in conference victories while reducing budgetary expenditures by 30%
- Directed premiere simulation of national conference that generated \$50K revenue, hosted 400+ delegates
- Awarded NYU's first ever Best Delegate awards against [COMPETING SCHOOLS]

Student Government, Senator, Senate Caucus Leader, Executive Committee 9/2008 – 6/2010

- Elected to lead caucus of 12 senators pass initiatives and address the needs of 3900 on-campus residents
- Elected as Student Group Executive and allocated \$30K in group funding on Executive Committee
- Helped run annual conference that provided leadership training to all presidents of NYU student groups