



RESUME GUIDELINES AND CHECKLIST

The first impression you make to a potential employer is your resume. Use this Resume Guideline and Checklist to make sure your resume will help you stand out.

Required Elements on Your Resume

Header is your Contact Details

- Name
- Email address (professionally appropriate)
- Phone number (be sure to have a professional message on your voicemail including your name)
- LinkedIn address (when established)

Education

- Degree (major, minor) with month/year of graduation
- University name and location (city, state)
- GPA (if a positive reflection of your efforts, usually 3.3 and higher)
- Core certificates
- High school for freshman. Sophomores can include if returning to hometown for an internship

Work Experience

(starting with the most recently held job)

- Job title
- Company name, location (city, state) and dates (month, year)
- Quantified

**Demonstrate your skills and accomplishments in each position with short but detailed bulleted phrases. Bullets should each begin with a strong, unique, tense-appropriate action verb and should focus on quantifiable results or impacts when possible.*

Skills

- Include job related skills (e.g. customer service, multi-line phones, filing, computer, language, science/lab) and production skills when applicable
- Specialized skills (e.g. bilingual skills, software)

Optional Elements

Objective Statement

- Objective Statements are not effective when uploading to mass websites or using your resume to network.
- If you are applying for a specific position, you can use an objective statement that focuses on the position and the employer's needs. This helps you reinforce what position you're applying for, that you've done your homework, and that you know what you want. An example:

**An Accounting position within a Fortune 500 company that will utilize strong communication, detail, and Excel skills.*

Relevant Courses

- Consider adding unique courses beyond general or introductory requirements of your major
- Include courses related to your career goals, objective, and/or skill set in this section – this should only be a list of all the classes you have taken in college
- Relevant coursework can be incorporated into "Education" if you have advanced/specialized coursework related to the industry/position

Presentation / Format Tips and Insights

- One page for most industries—unless experiences merit more pages
- Margins between .6 and 1 inch
- Include results and accomplishments
- Make your name stand out—accent font and size, bolding, heading, and lines in selective areas
- If less than 2 years of professional work experience, list your education first
- List accomplishments that are tied to your work or education experience
- Font size between 11–12 pt (except contact details such as phone and email that can be 10 pt)
- Verb tenses (past experience, past-tense verb usage)
- Convert to PDF when submitting electronic applications, checking no format changes occur
- Use Action Verbs
- Use spell check AND have several people proofread

TYPES OF RESUMES AND COMMON RESUME SECTIONS

Reverse Chronological

This is the most common resume format for college students. A chronological (or reverse chronological) resume organizes information by jobs/experiences in reverse chronological order, with the most recent experiences listed first. This format works well when:

- You are seeking an entry level position
- You have a steady history of employment position

Combination

This type of resume organizes information with an emphasis on skills in reverse chronological order. Experience and skills can be tailored to fulfill the specific requirements This format works well when:

- You want to highlight skills related to specific jobs
- You want to emphasize relevant skills
- You are looking to jump into a new industry
- You're applying for a position that requires a lot of technical skills and expertise

Functional

A functional (or skills-based) resume works well for professionals but not for undergraduates. It organizes information into functional groupings of skills or accomplishments. This format works well when:

- You want to demonstrate a clear relationship between your skills and the position you are seeking

Creative

Typically utilized for applying to design positions, this type of resume does not follow a specific format. A creative resume highlights a student's design capabilities while delivering key accomplishments in a unique aesthetic.

EXAMPLES OF ACTION VERBS FOR RESUMES

Communication

- Arbitrated
- Arranged
- Collaborated
- Convinced
- Directed
- Drafted
- Energized
- Formulated
- Influenced
- Lectured
- Mediated
- Persuaded
- Publicized
- Reconciled
- Synthesized
- Translated
- Verbalized

Creative

- Composed
- Conceptualized
- Created
- Customized
- Designed
- Directed
- Established
- Founded
- Illustrated
- Initiated

- Integrated
- Introduced
- Performed
- Published
- Redesigned
- Revitalized
- Shaped

Helping

- Approved
- Accelerated
- Broadened
- Centralized
- Classified
- Controlled
- Dispatched
- Executed
- Gathered
- Implemented
- Monitored
- Operated
- Purchased
- Reinforced
- Structured
- Tabulated
- Validated

Leadership

- Accomplished
- Administered

- Consolidated
- Delegated
- Developed
- Directed
- Earned
- Evaluated
- Improved
- Increased
- Mastered
- Orchestrated
- Predicted
- Prioritized
- Reorganized
- Spearheaded
- Surpassed

Quantitative

- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Forecasted
- Managed
- Marketed
- Maximized

- Planned
- Projected
- Researched

Research

- Clarified
- Constructed
- Conducted
- Derived
- Diagnosed
- Discovered
- Evaluated
- Extracted
- Formed
- Inspected
- Interpreted
- Investigated
- Organized
- Resolved
- Surveyed
- Systematized
- Tested

Teaching

- Adapted
- Advised
- Coached
- Communicated
- Coordinated
- Developed

- Enabled
- Encouraged
- Evaluated
- Facilitated
- Guided
- Informed
- Instructed
- Persuaded
- Stimulated
- Taught
- Trained

Technical

- Assembled
- Calculated
- Computed
- Designed
- Devised
- Engineered
- Maintained
- Operated
- Optimized
- Overhauled
- Programmed
- Remodeled
- Repaired
- Solved
- Standardized
- Streamlined
- Upgraded

RESUME TEMPLATE 1 (WITH BULLET POINTS)

Font size for categories should be bigger and/or a different font than the rest of the text

Note the font size is 9 or 10 for email and phone

Your Name

● name@wolfmail.stritch.edu ● phone number

EDUCATION

Degree, Major: __ & __ (if double major); **Minor:** ____

Graduation Date

Cardinal Stritch University, Milwaukee, WI

GPA [Note:Optional]

[Multiple degrees from same school: Degree; (if applicable)]

Relevant Coursework or Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

EXPERIENCE

Position Title

Month Year - Month Year

Organization, City, State

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Position Title

Month Year - Month Year

Organization, City, State

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

LEADERSHIP AND ACTIVITIES

Position Title

Month Year - Month Year

Organization, City, State

- This section can be formatted the similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

SKILLS & INTERESTS [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific /research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation

RESUME TEMPLATE 2 (PARAGRAPHS)

You can do bulleted or paragraph style

Note that the Graduation Date and GPA is different from the previous page. Whatever format you choose, just be consistent with your alignment of dates format.

Your Name

● name@wolfmail.stitch.edu ● phone number

EDUCATION

Degree, Major (and Minor if applicable)

Cardinal Stritch University, Milwaukee, WI

Relevant Coursework or Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

Graduation Date

GPA [Note: Optional]

EXPERIENCE

Position Title

Organization, City, State

Examined lab cultures of cancer cells using spectrum analysis. Managed focus groups and data results from over 500 data points. Created ideas for different research opportunities. Presented finding to senior managers using quantitative analysis and creative visuals in combined PowerPoint presentations.

Month Year - Month Year

Position Title

Organization, City, State

Researched and assembled group data for medium-sized non-profit who focus on medical care for teenagers. Implemented new web site, including back end database storage system and dynamic web pages.

Month Year - Month Year

LEADERSHIP and ACTIVITIES

Position Title

Organization, City, State

[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

Month Year - Month Year

Position Title

Organization, City, State

[Note: This section can be formatted similarly to the Experience section, or you can omit descriptions for activities. If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.]

Month Year - Month Year

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation

REVERSE CHRONOLOGICAL - EARLY RESUME

Always use your @college email account and check it frequently, even if you enabled forwarding

If including coursework, be sure it is relevant to the position to which you're applying

If you are no longer working at the place of employment, all verbs are past tense

Roberta Josephina Maddox

• maddox@wolfmail.stritch.edu • (262) 262- 5959

Education

Bachelor of Arts I English

Cardinal Stritch University, Milwaukee, WI

Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

May 20XX

GPA [Note: Optional]

ASSOCIATES DEGREE (IF APPLICABLE)

IRVINE HIGH SCHOOL

Grafton, WI

[If an employer asks for your SAT scores or GPA, include in your Education section]

Graduation Date

GPA: 3.70/4.00

Experience

Program Coordinator Intern

Pearls for Teen Girls, Milwaukee, WI

- Facilitate group work among inner city and under-resourced children
- Produce and implement curriculum for girls ages 11-12 exposing campers to female leaders in community
- Implemented social media platforms, including Twitter, Snap Chat, Instagram and Facebook

Sept 2016 - Present

Waitress

Applebees, Milwaukee, WI

- Refined and developed people and sales skills with our customers
- Managed closing duties, including money

Jan 2016 – Sept 2017

Sales Associate

Frosty's, Milwaukee, WI

- Accommodated customer needs by providing produces in a fast paced environment by delegating responsibilities with team members

Summer 2016

Activities

- Mending Minds, *Volunteer/ Member*
- The Bold and the Beautiful, *Member*
- Friends with Sisters, *Volunteer*

Spring 2017

Spring 2017

Winter 2016

Skills

- *Language:* Bilingual, Spanish
- *Computer:* Microsoft Office, Adobe Illustrator, Photoshop

REVERSE CHRONOLOGICAL - HEALTH SCIENCES

JANET DIAZ

jdiaz@wolfmail.stritch.edu 262-588-8855

Education

Bachelor of Arts in Chemistry

Cardinal Stritch University, Milwaukee, WI
Honors: Academic Dean's List 2016, 2017,

May 2019
GPA: 3.70/4.00

Research Experience

School of Freshwater Sciences Global Water Center Intern

University of Wisconsin - Milwaukee, Milwaukee, WI

Summer 2017

- Conducted lab research with inorganic media using cell culture, microscopy, gel electrophoresis, and FACS analysis
- Plotted calibration, tracking against lab standards using the Thermo Scientific Evolution 201 UV Visible spectrophotometer
- Summarized results of analysis and presented to Principal Investigator and senior research team, preparing graphs for publication

Lab Experience

- Agarose Gel Electrophoresis
- Cell Staining
- Protein Assay
- Titrations
- Filtration
- Spectrophotometry
- Column/Size exclusion Chromatography
- Polyacrylamide/Agarose Gel Electrophoresis
- Bacterial Culture
- DNA Extraction

Work Experience

Library Assistant

Cardinal Stritch University, Milwaukee, WI

May 2016 – Present

- Professionally greet and serve students, alumni, and the greater community during their time in the library
- Catalog library materials, ensuring patrons could easily locate needed resources

Warehouse Inventory Assistant

Home Depot

Nov 2012 – Sept 2014

- Monitored and performed administrative warehouse functions to maintain inventory equipment (30k+) records
- Operated forklifts to transport HAZMAT material from one warehouse to another

Skills

- Bilingual (Spanish)
- CPR Certification
- First Aid certification

REVERSE CHRONOLOGICAL - TEACHING, ENTRY LEVEL TEACHING

Providing your full degree in addition to your certification helps a school district or principal evaluate your application

Providing details about your work with parents, classroom management and technology are especially helpful

Susan Flowers

• maddox@wolfmail.stitch.edu • (262) 262- 5959

OBJECTIVE

Teaching position in grades PK – 6 classroom

EDUCATION

Bachelor of Science in Elementary English

Cardinal Stritch University, Milwaukee, WI

Certificates: [Note: Optional. Academic Awards and Honors can also be listed here]

May 20XX

GPA [Note: Optional]

CERTIFICATIONS

Wisconsin Early Childhood through Middle Childhood (Pre-K – 6)

Qualified for Wisconsin 5-year license (20XX-20XX), Codes: 71-777

TEACHING RELATED EXPERIENCE

Student Teacher Grade 2

Semester, Year

Lloyd Street Global Education School, Milwaukee, WI

- Assumed all classroom teaching responsibilities for three weeks
- Facilitated reading and writing workshops, word sorting and guided reading groups
- Created hands-on science activities integrating math and technology
- Provided additional instruction for underachieving math small group
- Participated in parent/teacher conferences, staff meetings and grade level meetings
- Developed strong classroom management and conflict resolution skills

Teaching Aid Clinical Grade 4

Semester, Year

Catholic East Elementary, Milwaukee, WI

- Assisted fourth grade teacher with reading groups
- Read one-on-one with underachieving students
- Developed educational and seasonal bulletin boards
- Taught in multiculturally diverse classroom
- Created electronic newsletter for parents

Classroom Assistant

Fall 20xx – Spring 20xx

St. Francis Children's Center, Milwaukee, WI

- Assist lead teacher with learning and play activities in 2 -3 year old room
- Work with children with developmental delays or disabilities
- Lead activities and learning units for children
- Interact with parents, providing behavior reports and answering questions

Camp Counselor

Summer 20xx – 20xx

- Supervised twelve 9 – 10 year old girls cabin for 10 weekly overnight camping sessions
- Fostered supportive and positive community during camping experience
- Assisted with new counselor training in 2009 and 2010
- Led arts and crafts programming including ordering supplies in 2010

ACTIVITIES

Student Wisconsin Education Association, Cardinal Stritch University

2015 –Present

REVERSE CHRONOLOGICAL WITH EMPHASIS ON ATHLETICS

Unique coursework can highlight specific skills

SHANA EBO

sebo@stritch.wolfmail.edu • (414) 410-4157

OBJECTIVE To obtain a full-time position in the communications industry applying teamwork and leadership skills

EDUCATION **Bachelor of Arts, English**, May 20XX
Cardinal Stritch University, Milwaukee, WI
GPA: 3.12/4.00
Certificate: Health and Wellness

RELEVANT COURSES Creative writing Social Media Creative Branding Accounting
Publishing Narratives Sport Branding Marketing Communications

EXPERIENCE **Social Media Branding Manager**, Winter 20XX
MARKETING Cardinal Stritch University's Office of Marketing and University Branding, Milwaukee, WI

- Sourced, edited, and created all content regarding the University's social media presence
- Maintain website content relevant to University events

NAIA ATHLETICS **CARDINAL STRITCH UNIVERSTIY TRACK AND FIELD TEAM**
Hurdler, 20XX – Present, *Captain*, Present

Teamwork:

- Help lead team to four consecutive Conference titles
- Develop communication skills while working with twenty team members
- Set and achieved individual targets that fostered ultimate team goals

Character:

- Accustom to performing in pressure situations
- Establish strong work ethic to perform at a high level
- Successfully balance academic and athletic time commitments

LEADERSHIP **HISPANIC PROFESSIONAL OF GREATER MILWAUKEE** Milwaukee, WI
Member, Fall 20XX – Spring 20XX

- Work with peers and Hispanic organizations to represent the program in monthly meetings, retreats, and workshops

ACTIVITIES *Planning Committee Member*, Freshman Retreats, 20XX – 20XX
Volunteer, Urban Plunge, Milwaukee, WI, December 20XX

REVERSE CHRONOLOGICAL WITH EMPHASIS ON EXPERIENTIAL OPPORTUNITIES

Highlight experiential programs to demonstrate solid job-related experience

Alex Martin

amartin@wolfmail.stitch.edu | (414) 410 -4157

EDUCATION **Bachelor of Arts, Major: Accounting**, May 20XX
Cardinal Stritch University, Milwaukee, WI
GPA: 3.12/4.00
Certificate: Social Media and Corporate Responsibility

EXPERIENCE **Hispanic Professional of Greater Milwaukee** Milwaukee, WI
Member, Fall 20XX – Spring 20XX

- Work with peers and Hispanic organizations to represent the program in monthly meetings, retreats, and workshops
- Develop public and private connections
- Led the Fall 20XX semester agenda which entailed developing a networking plan

Jewish Community Center Marketing Assistant, *Intern*, Milwaukee, WI, Summer 2017

- Connected with community leaders as part of our fundraising efforts
- Developed a strategic marketing plan to engage twenty- thirty new potential partners
- Asked to transition to part-time employee following the ending of the internship to continue to foster new relationships

United Way Accounting Department Assistant, *Intern*, Milwaukee, WI, Summer 2016

- Conducted relative and intrinsic valuation of a partnering non-profit using DCF modeling
- Prepared data for valuation of our different projects

Cardinal Stritch University, Undergraduate *Representative*, Milwaukee, WI, Fall 2016

- Presented University information and carried out campus tours for prospective students
- Tailored messaging relative to the population to which I was guiding to ensure a quality campus tour

SKILLS *Computer*: Proficient in MS Word, Excel, Photoshop, Premier Pro and Final Cut Pro
Interests: Volunteering, Chess, Sports

NURSING STUDENT RESUME

Nursing Student Name

• nursing_student@wolfmail.stitch.edu • (c) (414) 410 – 4157

OBJECTIVE

Patient-focused Certified Nursing Assistant and ambitious nursing student with 4+ years of experience in health care field, with a passion for learning and growing, seeking a position within a dynamic healthcare environment.

EDUCATION

Bachelors of Science in Nursing, GPA: 3.95/4.00 May 2019
Cardinal Stritch University: Milwaukee, WI

CLINICAL EXPERIENCE

Pediatrics	Children's Hospital of Wisconsin: Milwaukee, WI	Fall 2017
Obstetrics	Aurora Hospital: Milwaukee, WI	Fall 2017
Operating Room	Aurora Hospital: Milwaukee, WI	Spring 2017
Medical-Surgical	Aurora Hospital: Milwaukee, WI	Spring 2017
Psychiatrics	Rodgers Behavioral Health: Milwaukee, WI	Spring 2017
Medical-Surgical	St. Mary's Medical Center: Grafton, WI	Fall 2016

WORK EXPERIENCE

Aurora Hospital: Milwaukee, WI Spring 2017 – Present

Nurse Tech – Trauma Medical-Surgical Unit

- Obtain and record patients' vital signs, intake and output and blood glucose
- Assist patients with activities of daily living
- Follow isolation precautions and infection control procedures
- Obtain sample for urinalysis and stool samples
- Experience using Eclipsys EHR
- Experience with patient positioning
- Experience with JP drains, abscess drains, nasogastric tubes, Foley Catheters, rectal tubes

Froedtert Medical Hospital: Milwaukee, WI 2016 – 2017

Patient Care Tech

- Obtained and recorded patients' vital signs, intake and output and blood glucose
- Worked with diabetic, cardiac and oncology patients
- Assisted patients with activities of daily living
- Followed isolation precautions and infection control procedures
- Obtained sample for urinalysis and stool samples
- Experience using Meditech HER software

The Legacy at West Allis: West Allis, WI 2015 – 2016

Certified Nursing Assistant

- Followed infection control procedures
- Provided assistance with activities of daily living
- Provided feeding and mobility assistance

CERTIFICATION, ADDITIONAL SKILLS and AWARDS

- Certified Nursing Assistant
- CPR certified through American Heart Association
- Write and speak Spanish, Portuguese and English fluently

COMBINATION RESUME

Sean Webb

swebb@wolfmail.stitch.edu, (414) 410 -9796

EDUCATION

Bachelor of Arts in Accounting

Cardinal Stritch University, Milwaukee, WI

May 2017

GPA 3.3/4.0

EXPERIENCE

Marketing *Marketing Assistant*, Winter 20XX

Present Fun and Fit Athletic Club, Madison, WI

- Assist Marketing Department's efforts to expand membership enrollment through increased brand promotion in print and online
- Identify areas for potential growth through profit loss analysis

Media *Blogger, Marketing Assistant* Fall 20XX – Present

Cardinal Stritch University Marketing Communications, Milwaukee, WI

- Ensure the online content is published without error with attention to detail
- Coordinate with a team of 10 staff to produce quality news
- Conduct strategic planning on when we want to post relevant content

Leadership *Student Leader Participant*, Fall 20XX

Cardinal Stritch LEADERS Program, Milwaukee, WI

- Coordinated efforts with 14 other students to host two events for 70 freshmen
- Facilitated discussion and built trust and community within a group of 15 students

Customer *Server* Fall 20XX –

Service *Applebees Restaurant* Milwaukee, WI

- Welcomed patrons and met their customer needs through courteous interactions
- Served over 40 tabletops on the busiest of nights, ensuring guests received their meal in a timely fashion

CAMPUS

Experiential Learning and Career Education Office, *Student Assistant*, Fall 20XX – Present

EMPLOYMENT

The Bean, The Grove, *Barista*, 20XX – 20XX

SKILLS

Computer: Adobe, Creative Cloud InDesign, Illustrator, Photoshop, Microsoft Word, and Powerpoint

Language: Bilingual in Spanish, Basic French

COMBINATION RESUME - RETURNING TO WORKFORCE OR CHANGING INDUSTRIES

Heading title can be: Professional Profile, Professional Summary, or Qualifications Summary

Notice the different format in the font. As long as it is consistent across the document
you can put your unique stamp on how you want to do this

KATHY WEBB

sebo@stritch.wolfmail.edu • (414) 410-4157

PROFESSIONAL PROFILE

- *Customer service representative with over 4 years of experience of account administration and telephone sales*
- *Expert at designing and implementing sales strategies*
- *Possesses excellent customer service, sales, and communication skills*
- *Implemented a new sales strategy, cutting training expenses by 90% while increasing close ratio by 10% within 3 months*

PROFESSIONAL EXPERIENCE

Telephone Sales Representative

Sept 2011 – Present

Auto Insurance Group, Milwaukee, WI

- Implemented a new sales strategy, cutting training expenses by 90% while increasing close ratio by 10% within 3 months
- Average 60 cold calls a day to business and private individuals by telephone in order to solicit sales for goods and services
- Conduct client or market surveys in order to obtain information about potential customers
- Respond to all customer inquiries and complaints and conduct collection activity on active and inactive accounts
- Maintain all billing and & collections records

Front Desk Clerk

Sept 2006 – Jan 2011

Pfister Hotel, Milwaukee, WI

- Provided information to guests in a 150+ room hotel policies, services and amenities, and provided information to guests about the local dining area (e.g., directions, places to eat)
- Trained 30+ new staff members, including front desk clerks, housekeepers, and maintenance workers
- Sold rooms to walk-in customers, entering/changing reservation information on the computer system
- Posted charges to guest accounts and processed payments, making corrections where necessary, and informed housekeeping department about room status/availability
- Listened to and resolved guest complaints, via operating the hotel switchboard or PBX

EDUCATION

Bachelor of Arts, Major: Accounting, May 20XX

Cardinal Stritch University, Milwaukee, WI

GPA: 3.12/4.00

Certificate: Social Media and Corporate Responsibility

ADDITIONAL SKILLS

- Proficient with Microsoft Office – Word, Excel, Publisher, PowerPoint
- Excellent communication skills with a focus on customer service
- Familiarity with Point of Sale terminal

FUNCTIONAL FORMAT - EXPERIENCED

Skills section or professional summary at the top can help catch the reader's eye

Details about results and outcomes help to add credibility to readiness for job

KATHY MORICE

sebo@stritch.wolfmail.edu • (414) 410-4157

SKILLS

- Contract negotiations and compliance
- Employee training and development, including orientation program
- Budgeting and strategic planning

EXPERIENCE

Human Resources

Employee Training

- Provided project management for employee training in new division of 400 staff
- Developed in-service training program for new employees
- Compiled and edited comprehensive training manual, which was adopted company-wide
- Updated and procedures within Human resources department and trained staff on new programs

Hiring and Benefits

- Recruited, screened and interviewed applicants for positions, filling 100 openings annually
- Achieved first year staffing goals in 10 months
- Revised and improved benefits package, resulting in 17% cost savings

Management/Additions

- Monitored organizational budgets of \$100,000 monthly
- Managed all aspects of fitness club operations including full financial accounting of \$750,000 annual revenues
- Negotiated and monitored contracts for equipment and supplies, cutting administrative costs by 20% through effective supply purchasing
- Oversaw human resources office of 15 and restaurant staff of 25

Program Development / Coordination

- Lead strategic planning efforts for fitness center staffing
- Designed and implemented stress management program
- Selected social and athletic activities to be offered; coordinated implementation, promoted programs and registered participants
- Planned, coordinated and promoted first annual company family picnic for 500 guests

EMPLOYMENT

Human Resources Manager – Jeffrey's Engineering, Waukesha, WI	2005 – Present
Human Resources Representative – Novacorp, Milwaukee, WI	2002 - 2005
Operations Supervisor – Fit & Fun Athletic Club, Madison, WI	2002 – 2002
Assistant Manager – Denny's Restaurant, Harland, WI	1998 – 2000

EDUCATION

Bachelor of Science in Business Administration	August 2000
Certificate in Human Resource Management Cardinal Stritch University, Milwaukee, WI	

COMMUNITY / ASSOCIATION INVOLVEMENT

Society for Human Resource Management, Compensation Committee Member	2000 – Present
Habitat for Humanity, Volunteer and Coordinator	2002 - Present

FUNCTIONAL FORMAT - EXPERIENCED

JOAN E. JOBSEEKER

E: joane@jobseeker.com . M: 555-555-5555 . New York, NY 10128
[Linkedin.com/in/joanejobseeker](https://www.linkedin.com/in/joanejobseeker)

Financial Analysis & Reporting

Meticulous **Financial Analyst** who undertakes complex assignments. Meets tight deadlines and delivers superior performance. Possesses practical knowledge in corporate finance and financial markets. Applies strong financial planning and analytical skills to inform senior management of key trends and reduce company expenditures by more than \$255,000. Operates with a strong sense of urgency and thrives in a fast-paced setting. **Fluent in Spanish. Core competencies include:**

Financial Reporting. Project Management. Financial Analysis. Statistical analysis
Corporate Finance & Financial Services. Market Analysis. Client Relations. Strategic Planning. Forecasting

Professional Experience

Company ABC. New York, NY. 2010-present

One of the largest global pharmaceutical companies, producing a portfolio of products and medicines that support wellness and prevention, as well as treatment and cures for diseases across a broad range of therapeutic areas.

Financial Analyst

Prepares financial presentations for senior management by incorporating new and existing reports along with analysis of business trends for Company ABC's \$2.1 billion Nutrition segment. Supports the development of executive reports, presentations and ad-hoc reporting capabilities. Formulates annual operating budgets and monthly forecasts, and tracks team spending for budget exceeding \$1.3 million.

- Generated approximately \$452,000 in annual savings by employing a new procedure with streamlined the business's vendor relationships
- Improved spending reports to enhance clarity of expenses and increase efficiency of ten different groups
- Conducted financial analysis to support senior leadership with developing the business segments long-range financial plan of more than 30\$ billion over the next five years

Organization ZYX. New York, NY. 2008-2010

Leading provider of investment advisory services with a core focus institutional investors such as Pension Funds. Endowment Funds and Foundations, and high net worth individuals.

Performance Analyst

Responsible for conducting quantitative analysis of index statistics and market data, performing benchmark analysis, and compiling performance data for more than ten Pension Fund clients ranging in value from \$15 million to \$1.2 billion. Utilizes in-house financial software systems to provide analytical, financial and presentation support for the account management activities surrounding quarterly earnings meetings and ad hoc monthly reports.

- Within first three weeks in the organization, took on and organized one of the company's largest clients, valued at \$1.2 billion with more than 100 money managers.
 - Increased data mining 62% by creating a more efficient process to collect information from money managers.
 - Reorganized and streamlined database of global indices to provide intra quarterly returns.
-

EDUCATION

Bachelors of Science in Business Administration (cum laude)
SYRACUSE UNIVERSITY. Syracuse, NY.2008

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: Advanced Excel, Word, PowerPoint, Outlook, Access, QuickBooks software, In-house proprietary financial software, SAP