

Résumé Examples

Created by the Career Development Office Staff

SAMPLE FRESHMAN RÉSUMÉ

TINA TUTOR

tutort@xavier.edu
(513) 111-9999

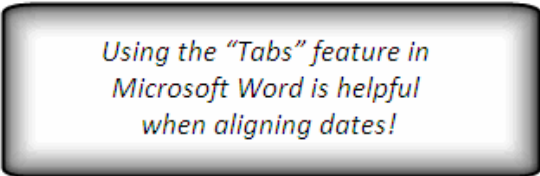
256 Lotus Park
Cincinnati, OH

OBJECTIVE Eager to leverage strong time management, interpersonal and writing skills to secure a summer opportunity with a law firm.

EDUCATION XAVIER UNIVERSITY Cincinnati, OH
BACHELOR OF ARTS Anticipated May 2018
Double Major: English & Psychology
GPA: 3.6/4.0

WINTON WOODS HIGH SCHOOL Cincinnati, OH
GPA 3/9/4.0 June 2014
Class Rank 3/267

HONORS Xavier Scholar
Milton Ryker Scholarship



EXPERIENCE XAVIER NEWWIRE Cincinnati, OH
Staff Reporter: Fall 2014 to Present
• Researched and wrote 10 features articles for the student newspaper with a daily circulation of over 3,000

BOYS & GIRLS CLUB Cincinnati, OH
Tutor: Summer 2014

- Developed promotional materials for three educational programs including print and social media
- Simplified math and science concepts to enhance comprehension and motivated children ages 8-12 to stay focused despite setbacks
- Improved level of reading and writing skills for adults learning English as a second language by role modeling study strategies and providing encouragement

CINCINNATI PARKS DEPARTMENT Cincinnati, OH
Head Lifeguard: Summer 2014, *Lifeguard:* Summer 2012, 2013

- Supervised 6 lifeguards, coordinated schedules and trained new lifeguards on procedures to optimize staff performance and best meet the needs of the center
- Monitored up to 100 patrons to ensure safety and responded quickly and calmly to emergencies; documented accident and incident reports accurately and timely

ACTIVITIES Treasurer, Pre-Law Society, 2014 - Present
Participant, Intramural Sports including Co-ed Softball and Basketball, 2013-2014
Secretary, National Honor Society, 2012-2013

SERVICE Relay for Life, 2011-2014
AVOC (Aids Volunteers of Cincinnati), 2013-2014
Literacy Council of Cincinnati, 2013
World Hunger Coalition, 2012

SKILLS Computer: Word, Access, Excel, HTML, PowerPoint

SAMPLE RÉSUMÉ

INGA INTERNATIONALE

13 Oak Drive, Apt. #45 • Cincinnati, OH • (513) 787-4567
10445 East 196th Street • Bronx, NY 10468 • (718) 933-5931
internationalei@xavier.edu

EDUCATION Bachelor of Arts in **Political Science**, May 2014
Xavier University, Cincinnati, OH
Minor: Spanish

*If applying for positions overseas do not
assume an American résumé style will work.
Visit the Career Resource Library for help.*

HONORS **La Esperanza Honor Society, Fall 2010 to Present**
Study Group Leader, Pontificia Universidad Catolica Madre y Maestra, Dominican Republic, 2012
Kellogg Latin American Area Studies Program Internship Award, Summer 2012

RESEARCH

- **Labor Inequities faced by Latin American Women**, Xavier University Honors Thesis, Ongoing
- **The Relationship Between Dominicans and Haitians**, Pontificia Universidad Catolica Madre y Maestra, Winter Break 2013
- **A Perspective on Cuban-Americans**, North American Congress on Latin America (NACLA), New York, NY, Summer 2013
- **Latino Identity in the U.S.**, NACLA, Summer 2012
- **The Economic History of Chile**, Micro/Macro Economics, Spring 2012

INTERNSHIPS **Intern, Washington Office on Latin America**, Washington, D.C., Summer 2012

- Prepared technical reports comparing and contrasting foreign policy changes for the Senators' Committee on Trade and Markets in South America.

Intern, NACLA Report on the Americas, New York, NY, Fall 2011

- Collected research and created PowerPoint presentations for a lecture series on the sociology of Cubans immigrating to the United States.

EXPERIENCE **Guide, African, Latin, Asian and Native American Cultural Center**, Bronx, NY, Summer 2013

- Facilitated daily tours and prepared six special presentations for educational group visits to increase understanding and reduce cultural barriers.

Sales Assistant, Self-Help Center, New York, NY, Summer 2010

- Inventoried and designed sales floor display of crafts and arts from over 60 developing nations to better promote the unique identity of each culture.
- Exceeded sales goal for the season by engaging customers and offering personalized service.

LEADERSHIP **President**, Latin American Student Organization, Fall 2010 to Present
Captain, Hall Soccer Team, Fall 2010 to Present
Vice-President, La Esperanza Honor Society, Fall 2011 to Fall 2012
Co-Director, Potawatomi Indian History Program, Spring and Fall 2011

RELEVANT COURSEWORK Comparative Politics • International Relations • Microeconomics
Macroeconomics • International Trade and Business Environment

SKILLS **Language:** Fluent in Spanish; Proficient in Portuguese; Conversational in Italian
Computer: Microsoft Word, Excel, PowerPoint; Lotus 1-2-3; PageMaker

SAMPLE SALES RÉSUMÉ

Samuel Sales

100 Drenth Drive • Cincinnati, OH 45205 • (513) 631-9999 • Sales1@xavier.edu

SUMMARY	Dynamic and confident individual with experienced in sales and marketing and leadership positions demanding strong organizational and communication skills.	
EDUCATION	Bachelor of Science in Psychology Xavier University Major GPA: 3.5/4.0 Overall GPA: 3.1/4.0 Concentration in Marketing	Anticipated May 2014 Cincinnati, OH
EXPERIENCE	XYZ MEDIA COMPANY Sales Intern	Cincinnati, OH 2012 to present
	<ul style="list-style-type: none">• Design and develop advertising websites to promote new book titles generating on average 5,000 book sales per week• Implement new strategies for selling specific niche book genres by improving existing website designs and image content (visit www.xyzbooks.com for sample work)	
	<i>THE NEWSWIRE</i> (campus newspaper) Advertising Manager	Cincinnati, OH 2012 – 2013 academic year
	<ul style="list-style-type: none">• Sold over 3 advertisements to local retailers for each edition generating over \$1,400 per edition• Created a high touch marketing strategy to promote advertising options to student clubs and organizations; increased advertisements by 23%• Organized layout of ads for print, electronic and social media to improve marketing• Collaborated with team to create and organize weekly publication consistently meeting deadlines	
	RICHMOND BROTHERS Sales Representative	Mason, OH Summers 2010, 2011, 2012
	<ul style="list-style-type: none">• Generated sales revenue of \$6,000 per shift on average by regularly converting quick sales into larger sales, earning recognition as the top salespersons for sporting goods• Created new strategies for store product layouts to produce higher sales volumes, consistently selling out of merchandise within three hours• Coached other Sales Representatives to develop personable selling strategies, increasing overall store productivity by 30%• Advised departmental buyer on inventory of in demand merchandise and provided recommendations on purchasing decisions	
ACTIVITIES	Chess Club, <i>President</i> , 2013-14 Xavier University Delta Sigma Pi, <i>Internship Coordinator</i> , 2012-13 Intramural Sports (football and basketball), <i>Participant and Team Capitan</i> , 2011-12	
SKILLS	Proficient in Microsoft Word, Excel and PowerPoint, Publisher, and Adobe Photoshop	
VOLUNTEER WORK	Madison Center, Student Volunteer Neighborhood Study Help Program, Tutor Big Brothers and Big Sisters of Cincinnati, Volunteer	

SAMPLE LEADERSHIP FOCUSED RÉSUMÉ

Mallory Muskie

muskiem@xavier.edu | (513) 745-2222
3800 Victory Parkway
Cincinnati, OH 45207

EDUCATION

Bachelor of Arts, May 2014
Xavier University, Cincinnati, OH

- *Majors:* History and International Affairs, GPA: 3.5/4.0
- *Honors:* Academic Dean's List, University Scholars Honors Program, St. Francis Xavier Scholarship Recipient

LEADERSHIP

Xavier University Alternative Breaks

Board Chair

April 2013 – April 2014

- Communicated as a liaison between the Alternative Breaks Board and University Officials, Student Government Association, Faculty and Staff, and the national organization Break Away
- Oversaw the planning of 22 domestic and 3 international quality Alternative Breaks trips with over 250 active members
- Monitored a budget of \$200,000 and revised budgeting to generate over \$40,000 in rollover
- Facilitated weekly board meetings and created a team-based environment to ensure a productive and collaborative atmosphere; addressed and resolved conflicts to restore positive group dynamics
- Educated site leaders and participants about Break Away, the Active Citizenship Continuum, Eight Quality Components, and the Triangle of Quality Community Service
- Planned a weekend Alternative Break Executive Board Retreat to Spencer, West Virginia which included communicating with the host organization, making travel and sleeping accommodations, organizing team bonding, preparing service, and creating a schedule outlining each day's activities
- Recruited students for participant, site leader, and executive board positions through the use of presentations, social media, and personal emails
- Redesigned the applications to present information in a more organized and concise manner
- Created application criteria, customized interview questions, interviewed and selected the Alternative Breaks Executive Board from 25 possible candidates

Fundraising Chair

April 2012 – April 2013

- Designed a fundraising points system to reward Alternative Breaks groups for completion of fundraising and to promote friendly competition and motivation
- Created best practices guide on how to plan a fundraiser and implemented the use of calendars outlining timelines of all fundraising events to improve the time management organization of site leaders
- Implemented new fundraising ideas that created over \$5,000 in additional revenue
- Maintained a positive relationship with the Office of Student Involvement and made sure that all paperwork was completed and submitted in a timely fashion
- Monitored over \$75,000 in fundraising money generated by Alternative Breaks groups

Site Coordinator—Board Member

May 2011-May 2012

- Located and arranged service site organizations; ensured housing, food, and transportation for four trips
- Recruited qualified candidates; interviewed candidates; participated in selection, pairing, and placement of Site Leaders
- Planned and lead an off-campus overnight training retreat for 44 Co-Site Leaders.
- Selected to represent Xavier University at San Francisco HIV/AIDS *BreakAway Alternative Break Citizenship Schools*

OTHER EXPERIENCE

Administrative Assistant; *Office of Financial Aid* - Xavier University, Cincinnati, OH

July 2012 - Present

Barista; *Victory Perk*, Cincinnati, OH

September 2011 - November 2012

Peer Tutor; *Learning Assistance Center* - Xavier University, Cincinnati, OH

September 2011 - May 2012

SAMPLE NURSING RÉSUMÉ

Nancy Nurse

5555 Cleneay Avenue Cincinnati, OH 45208 | (513) 123-4567 | nursen@xavier.edu

EDUCATION

Bachelor of Science in Nursing, Expected May 2014

Xavier University, Cincinnati, OH

- GPA: 3.6/4.0; Dean's List: every semester of college career
- Sigma Theta Tau, Member

CLINICAL EXPERIENCE

Community Health: *Taft Elementary*- Spring 2014

- Performed hearing, vision, and BMI assessments for school aged children in an urban elementary school
- Taught 4th, 5th, 6th graders on the importance of hand hygiene

Mental Health: *Lindner Center of Hope* - Fall 2013

- Established therapeutic relationships with patients and monitored unit safety, participated in group therapy, and attended interdisciplinary team meetings to understand patients' plan of care

Labor and Delivery/Mother-Baby: *Good Samaritan Hospital* - Spring 2013

- Assisted nurses in positioning intrapartal patients maintaining the comfort and dignity of patients; conducted general, fundal and perineal assessments with preceptor's guidance; coached families on the proper technique of swaddling newborns, educated families about circumcision care and participated in discharge instruction
- Administered temperature checks; perform full and partial assessments, feedings, baths, diaper checks and changes, positioning changes, and immunized newborns with faculty advisor

Pediatrics: *Cincinnati Children's Hospital Medical Center* - Fall 2012

- Implemented care plans including tracheostomy care, suctioning, urinary catheterizations, and g-tube feeds for patients requiring specialized ventilations support on the Transitional Care Center unit; performed pediatric assessments, administered medications, and monitored age appropriate growth and milestones

Medical-Surgical: *Jewish Hospital* - Spring 2012

- Assessed patients for changes in preoperative and postoperative care; administered oral, intravenous, subcutaneous, and g-tube medications, supported patients in coping to new medical diagnoses; performed wound care and catheterizations with preceptor's guidance, observed orthopedic and abdominal surgeries

Nursing Therapeutics: *Season's Nursing Home* - Fall 2011

- Honed therapeutic communication, visual assessment, vital signs, patient history, and analyzing lab value ranges with long-term geriatric population
- Educated patients on testicular and prostate care and early detection of symptoms

ADDITIONAL EXPERIENCE

Patient Care Technician, *Miami Valley Hospital (Heart & Vascular)* - June 2012 to Present

- Document vital signs, report abnormal values or changes in appearance or mood of patients, position patients with decreased mobility, assess patients in daily living activities, observe for skin breakdown, assist patients with chest tubes to ambulate with required equipment

Personal Care Assistant, *Private Healthcare Provider* - 2008-2011

- Provide personal care and daily assistance to a female with spinal muscular atrophy

COMMUNITY INVOLVEMENT

Relay for Life (2011-2013)

- Participated in group fundraising activities to raise money for organization in the fight against cancer

Emergency Department Volunteer; *University Hospital, Cincinnati, OH* (2009-2010)

- Guided visitors/family members in locating trauma patients in fast paced ER of a level I urban trauma hospital

Community Action Day (October 2011)

- Served as a mentor and role model for children with special needs

SKILLS

- Familiar with **computerized charting** within Tri-Health hospital community
- Basic **Spanish language** and conversational **Italian language** skills

SAMPLE TEACHING CANDIDATE RÉSUMÉ

Teacher Tim 321 Smith Street, Cincinnati, OH | 45242 (513) 222-2222 | timt@xavier.edu

OBJECTIVE

Seeking an Elementary Teacher (K-5) position utilizing my creativity, experience with differentiated instruction, and commitment to a holistic educational experience for each student. Willing to coach softball and advise student groups.

EDUCATION

Master of Education, Elementary Education, Expected May 2014

Xavier University, Cincinnati, OH

- GPA: 3.8/4.0

Bachelor of Arts, Spanish, May 2012

Xavier University, Cincinnati, OH

- Honors: Dean's List (2010, 2011, 2012), Presidential Scholarship (2012)
- Study Abroad: Universidad del Pais Vasco, San Sebastian, Spain (Summer 2011)

It is very common for an Education major pursuing teacher positions to have a 2-page résumé.

LICENSURE

State of Ohio Four-Year Resident Educator License: Elementary Education (K-5), July 2014

TEACHING EXPERIENCE

Student Teacher (1st Grade), Spring 2014

Cheviot Elementary School, Cincinnati, OH

- Created and delivered unit on butterflies which taught students about butterfly life cycle while incorporating art projects and writing
- Assessed student learning through a pre and post-test as part of LAMP (Learning Assessment Model Project)
- Designed grading rubrics and course activities including learning stations, group work, and worksheets
- Organized and helped facilitate after-school tutoring program 3 days a week for an average of 35 students
- Participated in 27 parent teacher conferences and designed monthly parent newsletter
- Attended professional development training on curriculum, reading recovery, and lesson differentiation

Practicum Teacher (5th Grade), Fall 2013

William H. Taft Elementary School, Cincinnati, OH

- Taught 23 fifth grade students in math, reading, social studies, and science
- Planned daily lessons including content standards, objectives, procedures, and materials
- Developed and instructed unit plans over solar system, rainforests, and women in history
- Used technology in the classroom in the form of supervised Internet-based research

Practicum Teacher (3rd Grade), Spring 2013

Quebec Heights Elementary School, Cincinnati, OH

- Developed and taught multi-week unit on problem solving for 18 third grade students

Practicum Teacher (2nd Grade), Fall 2012

Carson Elementary School, Cincinnati, OH

- Created an interactive bulletin board on the topic of weather and observed second grade class

OTHER EXPERIENCE

Server, Longhorn Steakhouse, Cincinnati, OH

October 2010-present

Lifeguard, Florence Aquatic Center, Florence, KY

Summers 2006-2010

ACTIVITIES & SERVICE

Student Council for Exceptional Children, Education Club (Secretary), Intramural Softball, Race for the Cure, Habitat for Humanity, Dance Marathon, Alternative Spring Break (Biloxi, MS)

SAMPLE SCIENCE RÉSUMÉ

Research Ryan

111 Dana Ave, Cincinnati, OH 45207 • ryanr@xavier.edu • 444-444-4444

EDUCATION

Bachelor of Science in Chemical Science, December 2013

Xavier University, Cincinnati, OH

Minors: Natural Science and Criminal Justice

Relevant coursework: **Physical Chemistry, Analytical Chemistry, Organic Chemistry, Instrumental Analysis, Calculus, and Statistics**

RESEARCH EXPERIENCE

Xavier University Chemistry Department, Cincinnati, OH, Spring 2012

Research Assistant

Research focused on determining the figures of merit including the limits of detection (LOD) and linear range for analysis of certain metals using the flame and graphite furnace.

- Prepared and analyzed standard solutions containing copper, iron, manganese, and zinc on the Varian 240 FS-FAAS. Determined limits of detection.

Instruments used in Instrumental Analysis: UV-Vis spectrophotometer, A.A.S., Infra-red Spectrometer, NMR Spectrometer, GC/MS, Fluorimeter Spectrometer, and HPLC.

University of Cincinnati Division of Research and Graduate Education, Cincinnati, OH, Summer 2011

Summer Undergraduate Research Fellowship Department of Physiology and Systems Biology

- Presented a poster detailing summer research data at the annual Capstone Poster Symposium and received an Honorable Mention at the Awards Ceremony
- Addressed the Department of Molecular and Cellular Physiology and presented research using PowerPoint
- Developed skills involving the following research techniques immunohistochemical staining, western blots, Bradford Assays, tissue preparation for Luminex Assay, mouse tumor measurements, immunoprecipitation, bacterial plate preparation, and urease confirmation test

ADDITIONAL EXPERIENCE

Xavier University Information Resource Center, Cincinnati, OH, 2010 – 2012

Xavier University Hardware Technician Assistant

- Diagnosed computer hardware problems; installed hardware devices and software applications

Xavier University Chemistry Stockroom, Cincinnati, OH, 2009 – 2010

Chemistry Stockroom Assistant

- Devised interactive databases that organized every chemical in the stockroom dating back to 1930's.
 - Prepared and setup the chemical materials necessary for Organic Chemistry, General Chemistry, Instrumental Analysis and Analytical Chemistry Labs; coordinated laboratory instruments and materials exchange in lab
-

LEADERSHIP

Xavier University Leadership Committee, Cincinnati, OH, 2010 – 2011

- Organized the largest and most popular school event "Hip-Hop Culture Explosion"
- Prepared a presentation and facilitated exercises about leadership skills that are applicable in academic, professional and social settings

Black Student Association Community Service Committee, Cincinnati, OH, 2011 – present

- Mentored first-year students in adjusting to academic and residential life
- Tutored middle school students with science homework
- Created and delivered a presentation on the importance of AIDS prevention

National Organization for the Profession Advancement of Black Chemist and Chemical Engineers (N.O.B.C.Che.) *Secretary*, Cincinnati, OH, 2011 – 2012

- Customized a series of chemistry experiments on National Chemistry Day to stimulate and inform children about the amazing world of science
-

SKILLS

Language – Proficient in Spanish

Computer – Basic HTML; Photoshop; Microsoft Office applications including Word, Excel, and PowerPoint

SAMPLE ATHLETE RÉSUMÉ

BARRY BASKETBALL

100 Drenth Drive • Cincinnati, OH 45207 • (513) 631-9421 • bball@xu.edu

PROFILE

Goal oriented individual with extensive leadership experience targeting opportunities in the engineering industry. Strength areas:

- Team player with excellent communication and analytical skills
- Self-motivated and able to perform under pressure
- A strong work ethic combined with time management and problem solving skills

EDUCATION

Bachelor of Science, Computer Science

Xavier University

Major GPA: 3.1/4.0

May 2014

Cincinnati, OH

RELEVANT COURSES

Software Engineering

Statistics

Data Structures & Algorithms

Operations Systems

Language Automata

Machine Organization & Assembly Language

SKILLS

Programming Languages: BASIC, SQL, ASP.NET, C/C++, Java, Python, PHP, HTML, JavaScript, SML, ActionScript, and VB.NET

Operating systems: Windows, UNIX, LINUX, and MacOS

Applications: Visual Studio.NET, Dreamweaver, Fireworks, Flash, Photoshop, Remedy

HIGHLIGHTED PROJECTS

News Delivery System Upgrade, Spring 2014

- Integrated old code with new for web application delivering custom tailored web news
- Coded in Java using Model-View-Controller architecture

Custom Ebarter Program Development, Summer 2013

- Created new functionality for online bartering system run on Apache Tomcat
- Designed application to create custom surveys to determine end users' needs

RELATED EXPERIENCE

DELPHI AUTOMOTIVE

Cincinnati, OH

Shadowing Intern, Summer 2012

- Week long shadowing assignment in Delphi's automotive sound unit
- Observed Sound Testing, Electrical Design, Research & Development, Manufacturing, and Marketing Departments

NCAA ATHLETICS

XAVIER UNIVERSITY VARSITY BASKETBALL TEAM

Full Scholarship Athlete 2011-2014, Captain 2013-2014

- Four Year Letter Winner 2011-2014
- Team Most Valuable Player, 2013
- Academic All-American, 2012, 2013
- 2013 NCAA Tournament Elite 8 Team

ACTIVITIES

Member, Xavier Ballroom Competition Club, 2010-Present

Planning Committee Member, Freshmen Retreats (Group #2), 2011-Present

Eucharistic Minister, Sacred Heart Basilica and Stanford Hall, 2011-Present

Volunteer, Urban Plunge (New York, NY), December 2011

Volunteer, Habitat for Humanity, Spring Break 2011

SAMPLE COMMUNICATIONS RÉSUMÉ

IZZY EXPERIENTIAL

3800 Victory Parkway • Cincinnati, Ohio 45212 • 123.765.4321 • experiential@xu.edu

EDUCATION

Bachelor of Arts in Communication Arts – Public Relations & Advertising Expected May 2014
Xavier University, Cincinnati, OH
Current GPA: 3.70/4.0; Major GPA 3.9/4.0

COMMUNICATIONS EXPERIENCE AND ACTIVITIES

Fox Sports Ohio, Cincinnati, OH October 2013 – March 2014
Digital Content Production Intern

- Developed video and written content from 18 Xavier basketball games and campus events for website
- Increased site traffic by evaluating missing interactive elements and creating user-friendly experience

Strata-G Communications: Cincinnati, OH January 2013 – present
Public Relations Intern

- Promote and build awareness of clients' special events and promotions utilizing social media and other interactive marketing strategies targeted to market population
- Develop public relations plan for non-profit client's largest fundraiser forecasting 25% increase in donations from previous year
- Write and develop industry award entries for both the agency as well as clients

TriHealth Corporate Communications: Cincinnati, OH June 2012 – December 2012
Public Relations Intern

- Edited multiple in-house publications; Circulation: 12,100; formulated Employee Forums for dialogue with CEO
- Collaborated with PR Director to plan and execute grand opening events for new hospital towers
- Wrote biographies on more than 40 employees for annual Employee Service Awards brochure

PR-Link Public Relations: Taylor Mill, KY August 2012 – May 2012
Public Relations Intern

- Pitched client events to local media and analyzed media coverage, researched client backgrounds, analyzed competitors, client
- Conduct student research, produce written plan, implement campaign, evaluate and analyze final results and present to Northlich in May 2012

Public Relations Student Society of America (PRSSA): Cincinnati, OH August 2010 – present
Chapter Vice President; May 2012 – present;

Chapter Secretary; December 2011 – May 2012

- Organize and lead chapter meetings to motivate and build unity of more than 20 members
- Write monthly news releases for professional affiliate, Public Relations Society of America (PRSA) and serve as contributing editor for national PRSSA student newspaper, *FORUM*

Project U: Cincinnati, OH September 2011 – present
Account Supervisor

- Compete in intercollegiate competition against 15 Ohio universities to implement research-based tobacco counter-marketing campaign at Xavier University; work in conjunction with regional leading communications agency Northlich and client, Ohio Tobacco Prevention Foundation
- Manage \$8000 budget, facilitate biweekly conference calls with Northlich, oversee all stages of campaign implementation
- Supervise eight leadership team members and 20 support team members

SAMPLE STUDY ABROAD RÉSUMÉ

TOM ABROAD

3800 Victory Parkway • Cincinnati, OH 45212 • 123.765.4321 • abroadt@xxavier.edu

Education

Bachelor of Science in Psychology - May 2014

Xavier University, Cincinnati OH

GPA: 3.82

Study Abroad Program, Pacific Rim - May 2013

- Studied the economy and business practices in China, South Korea and Japan
 - Participated in site visits to Procter & Gamble, Deloitte & Touche, Papa John's and General Electric
-

Academic Highlights

Summer Business Institute, University of Michigan – May 2013

- Six-week course offered to non-business majors by the Ann Arbor School of Business
- Studied the impact of outsourcing on the supply chain process
- Conducted a SWOT analysis on Toyota Manufacturing
- Toured Total Quality Logistics and Toyota Manufacturing

Senior Capstone – May 2014

- Researched and presented potential solutions to a committee of international scholars
- Placed 3rd in the state of Ohio in case competition

Research Project, Xavier University – Summer 2012

- Conducted a research project on consumer advertising and presented at several professional conferences
 - Created a poster presentation for project and was awarded, "Outstanding Poster Presentation"
 - Submitted paper to peer reviewed journals
-

Leadership and Involvement

Psychology Club, September 2011-Present

Member

- Help organize club events and fundraising opportunities
- Attend weekly meeting and lead group discussions on current topics related to psychology

TRIO, January 2011-Present

Participant

- Participate in personal, educational and career building activities

X-Action Day, April 2011-2014

Participant

- Annual event where a day is spent performing community service around the Cincinnati community

SAMPLE SPORTS MARKETING RÉSUMÉ

Samuel Sports

3800 Victory Parkway

Cincinnati, OH 45207

(513) 222-3333

sports@xavier.edu

Education

Xavier University

Bachelor of Science in Sports Management and Marketing

Cumulative GPA 3.2/4.0

Cincinnati, OH

Expected August 2014

Major GPA 3.6/4.0

Worked on average 30 hours per week during college career to pay for expenses

Related Experience

Ball Park Operations Intern/Fielder

Cincinnati Reds

March 2013 to October 2013

Cincinnati, OH

- Organized and operated the fan zones activities to engage and guarantee customer satisfaction before, during and after games
- Directed and distributed promotional giveaway items to fans before and after games
- Supervised 40 member cleaning crew before games, inspected all seating and fan areas of ballpark, prepared a formal evaluation of their performance and reported to the Director of Ball Park Operations to ensure the ball park was in the best possible condition

Marketing Intern, Women's Basketball

Xavier University Athletic Department

September 2012 to March 2013

Cincinnati, OH

- Implemented all game day promotions, including Dads and Daughters Special, Kids Zone, Mascot Race and much more
- Collaborated with team to ensure the game log was fully executed accurately and on schedule

Student Manager

Xavier University Women's Volleyball

September 2011 to December 2011

Cincinnati, OH

- Prepared and planned distribution of uniforms and other equipment for game day and practices
- Managed audio-visual equipment and recorded team matches to assist coaches in evaluating performance

W&S Open Manager, Sales Associate

Midwest Sports Supply

May 2010 to Present (seasonal)

Cincinnati, OH

- Oversee the daily operations of the retail tent at the Western and Southern Tennis Tournament including merchandising and supervising team of 15 employees to ensure effective operations; typical sales of \$10,000 per day
- Oversee and conduct all online sports apparel product returns to ensure customer satisfaction

Other Experience

WAL-MART

Front End Associate

Cincinnati, OH

December 2011 to Present

- Provided customer service through identifying customer needs and recommending appropriate product solutions
- Familiarized new employees with the store equipment, technology, and procedures. Exhibited high degree of product knowledge contributing to inventory control and management
- Awarded Employee of the Month three times for excellent customer service, highest scanned items per hour (IPH), punctuality and increased responsibility

Volunteer Experience

Volleyball Coach, Xavier Women's Club

2012-2013

- Organized practices, made lineup decisions, and formulated strategies for game days

Student Caller, Xavier University Phonathon

2012

- Raised over \$44,000 in pledge donations, which was in the top 5 among new callers for the Annual Fund's 2011 fiscal year

Volunteer, Redsfest

2011-2012

- Greeted and directed fans, answered general event questions and managed the wall-catch photo attraction

Computer Skills

Microsoft: Word, Excel, PowerPoint, Publisher Adobe: InDesign CS3, Photoshop

SAMPLE PPP RÉSUMÉ

Paul P. Politician

1111 Herald Avenue
Cincinnati, OH, 45207
513-234-1212 | ppp@xavier.edu

Education

Honors Bachelor of Arts in Philosophy, Politics and the Public

May 2014

Xavier University, Cincinnati, OH

- Minors: History and Peace Studies
- GPA: 3.7/4.0
- Recipient of the competitive Chancellor Scholarship
- **Public Policy Course Project**
 - Researched the public policy issue of Form Based Codes and actively participated in the city of Cincinnati's initiative to implement the new codes
 - One of two students to accompany the city of Cincinnati's delegation to Nashville, TN, to study urban planning
 - Traveled to Washington, D.C., to further research urban redevelopment policies

Relevant Experience

Intern

5/2013 – 7/2013

Office of Vice Mayor Roxanne Qualls, Cincinnati, OH

- Researched and wrote talking points to address constituent concerns, including legal concerns and council policy matters
- Organized and analyzed records in databases to better monitor expenses; was commended for attention to detail and accuracy
- Attended city council meetings, as well as meeting of local political organizations

Deputy Campaign Manager

Re-elect Councilwoman Laure Quinlivan, Cincinnati, OH

8/2011 – 11/2012

- Collaborated with campaign team to develop a marketing plan resulting in winning the re-election
- Extracted and analyzed voter demographic data to determine the most beneficial streets to canvas in targeted neighborhoods
- Implemented campaign strategy by canvassing and engaging voters in key Cincinnati neighborhoods
- Recommended changes to the campaign strategy based on qualitative data collected from door-to-door canvassing
- Fundraised for campaign donations and surpassed total goal of \$100,000 through phone calls and fundraising events
- Organized and trained volunteers on the best practices for campaign canvassing and calling in order to ensure consistent communication of campaign message

Xavier University College Democrats, Cincinnati, OH

8/2010 – present

- Coordinate political forums on campus to increase student political awareness and understanding
- Distribute voter registration forms to encourage non-partisan political involvement
- Solicit voter signatures for petitions in order to raise awareness about current public issues and communicate the Democratic Party's position and ideals

Additional Experience

Youth Counselor

Northeast Family YMCA, Louisville, KY

5/2011-8/2011

- Mentored 15 to 20 campers ages 11-14 year old, providing them with a structured and safe environment
- Collaborated with counselors to create weekly schedules that incorporated activities designed to both interest campers and develop their team-building skills; Improvised plans when necessary
- Identified behavioral concerns and resolved issues based on the best solution for individual camper; Informed parents of campers' daily progress and activities to establish a trusting relationship

Activities

Pre-Law Society, Secretary

2010 – present

Alternative Breaks Club, Member & Participant

2010-2012

Community Action Day, Participant

2010

SAMPLE MARKETING RÉSUMÉ

MARY MARKETER

3800 Victory Parkway • Cincinnati, OH 45212 • marketm@xavier.edu • 400.400.0001

CAREER OBJECTIVE

Looking for an extraordinary career in the field of marketing that will allow me to utilize my understanding of world commerce, specifically with a company that prides itself on innovation, creativity, and leadership within the field.

EDUCATION

Xavier University, Williams College of Business, Cincinnati, OH Anticipated Graduation August 2013
Bachelor of Science in Business Administration in Marketing

- Cumulative GPA 3.7/4.0
- Xavier Achievement Award Scholarship

Universidad San Ignacio de Loyola- Lima, Peru August 2012- December 2012
Study Abroad Program in International Marketing

- Near-fluent Spanish

PROFESSIONAL EXPERIENCE

General Merchandise Company – Cincinnati, OH May 2012 - August 2012
Marketing Communications Intern

- Responded to 300 consumer complaints in a 5-day cycle improving customer service resolution rate by 15%
- Collaborated with team to develop and execute on-line marketing programs and internet advertising which increased traffic to website by 18%
- Redesigned the store inventory order sheet by consolidating the information requested which simplified the order process and reduced order time by 33%
- Designed company Wikipedia page, conducted competitive analysis of corporate website, and analyzed focus groups as part of a strategic internal marketing initiative for North America branding
- Strengthened company's green initiative by organizing and promoting company-wide transition from print product catalogs to online interactive catalogs, reducing overall printing by up to 50%

Coca-Cola Refreshments, Great Lakes Regional Headquarters – Blue Ash, OH May 2011 - August 2011
Distribution Route Specialist

- **Logistics** – Analyzed and dispatched product ensuring maximum efficiencies and lowest possible cost delivery methods were applied to all loads. Shipped an average of 96,000 cases of product per week leaving from Greensburg, PA and Evansville, IN distribution centers
- **Time Variance Analysis** – Analyzed and interpreted variance of dispatched routing and actual routes taken, while recommending and implementing more efficient routes.
- **Project Management** – Implemented a project using Visual Basic (VBA) in excel to automatically send e-mails to supervisors based on date.
- **Interdepartmental Cooperation** – Established relationships with distribution center managers within Coca-Cola Refreshments, while working cooperatively on a daily basis.
- **Computer Aided Analysis** – Maximized the efficiency of each routed truck by analyzing opportunities to improve distribution channels through effective use of advanced computer programs such as BASIS, Shortrec, and SAP.

Xavier University Television Association January 2011 - May 2011
Traffic Coordinator

- Managed, promoted, and publicized content views to 23,000 by sending lip dub video through social media websites and posting content information on web user's blogs
- Organized, edited and produced student video content to create awareness of television club on campus resulting in 15 new students joining organization
- Collaborated with creative team to develop and deliver weekly news shows and programs to a targeted audience

Target- Cincinnati, OH July 2009- October 2010
Cashier/Guest Service Team Member

- Led front-end team in promoting RedCard applications and maintaining expedited checkout service
- Analyzed guest concerns and made quick and courteous decisions to resolve them
- Implemented corporate brand guidelines to ensure positive and accurate image of Target's brand and feature products

SAMPLE BUSINESS RÉSUMÉ

BEN BUSINESS

100 Drenth Drive • Cincinnati, OH 45207 • (513) 631-9421 • bbiz@xu.edu

Objective

Targeting an analyst position with a market research firm specializing in consumer products, where I can utilize my database experience and statistics and data modeling skills.

Education

Xavier University, Williams College of Business
Bachelor of Science in Business Administration

Cincinnati, Ohio
May 2014

- Major in Economics
- GPA 3.63; Dean's List
- Courses include Econometrics, Labor Economics, International Economics, and Money and Banking, Calculus, Linear Algebra
- Empirical Senior Projects:
 - The Effects of Body Mass Index and Yearly Income: A Longitudinal Approach
 - The Effects of European Union Expansion on GDP per capita and CPI

University of Maastricht, Maastricht, Netherlands
Study Abroad

May 2012-June 2012

Work Experience

Storopack Inc.

Cincinnati, Ohio

Data Analyst Intern

May 2013-August 2013

- Analyzed sales and cost structure using Excel and SAP in order to implement a more accurate budgeting system.
- Aided executives and human resources in compensation analysis for all production employees in North America to create a more uniform compensation structure for Plant Managers.
- Updated and expanded detail for SAP entries to enable accurate analysis of inventory items.

Xavier University Department of Counseling

Cincinnati, Ohio

Office Assistant

August 2010-January 2013

- Assisted professors in preparing materials for current and future courses.
- Implemented new filing systems to increase efficiency and organization of student records.
- Handled confidential student and counseling client information on a daily basis.

Activities

Xavier International Business Association

President

February 2013-May 2014

- Increased recruitment by 15% by utilizing social media and networking.
- Organized club functions including cultural dinners, informational sessions, and public speakers.
- Coordinated with Xavier University officials in order to ensure the club was operating within guidelines and contributing to the Xavier University community.

Skills

- SAS
- Stata
- Microsoft Excel and Access
- Conversationally fluent in Spanish

SAMPLE ACCOUNTING RÉSUMÉ

Xavier Accountant

accountantx@xavier.edu
(314) 600-1111

4000 Ridge Lane
St Louis, MO 63128

SKILLS SUMMARY

Conscientious, detail-oriented business student seeking an accounting or finance position utilizing my technical, analytical and critical thinking skills.

EDUCATION

Xavier University, Williams College of Business
Bachelor of Science in Business Administration
Majors: **Accounting and Finance**

Cincinnati, OH
May 2014
GPA: 3.6/4.0

RELATED EXPERIENCE

XYZ Company Inc., Columbus, OH

May 2013-August 2013

Financial Analysis and Planning Intern

- Spearheaded a six-sigma project with a team of nine to make financial dashboard for mid-range operations to help drive understanding of current business performances
- Developed a self-updating monthly dashboard that consolidates data from more than 16 different reporting sources saving 12 hours of monthly employee time
- Improved the budgeting and forecasting planning process by initiating a new process to determine market data more accurately

A Great Company, St. Louis, MO

May 2012-August 2012

Accounting Intern

- Assessed compliance to Sarbanes-Oxley by testing internal controls for 130 branch locations and at the corporate level to determine where remediation was necessary
- Utilized Microsoft Excel and JD Edwards system to make daily, month-end, and quarter-end journal entries totaling over \$30 million
- Compiled daily transactions from six month period to reconcile the obsolete inventory reserve account
- Create standard operating procedures for processes to ensure consistency and accuracy in the future

ABC Materials Company, Cincinnati, OH

May 2011-July 2011

Accounting Intern

- Revised the processing flow chart for the Account Receivable with Senior Accountants, resulting in a 10% efficiency improvement on cash collection process for the Finance Department
- Created and compiled monthly financial statements

ADDITIONAL EXPERIENCE

Xavier University, Cincinnati, OH

August 2013 – May 2014

Resident Assistant

- Managed a budget of \$4000 and supervised residence hall floor of 50 men, enforced university policy, and motivated residents to comply with rules
- Developed, promoted and implemented 10 education and social programs a semester for residents of a 300 bed residence
- Communicated ideas and plans to faculty and university staff; gained permission for events and programs
- Initiated and implemented a recycling program; program planned to be adopted by other resident halls

SKILLS

- Proficient in Microsoft Office Suites, Apple iWork, and SQL; advanced at Microsoft Excel
- Conversational in American Sign Language

ACTIVITIES

- Tax Preparer, Volunteer Income Tax Assistance (VITA) 2011-present
- Treasurer, Xavier University Club Football Team 2010-present
- Xavier Accounting Society and Ohio Society of CPAs 2010-present

SAMPLE ALUMNI RÉSUMÉ

ALAN ALUM

123 Third Street
Cincinnati, OH 45242

513.333.0000
alan.alum@gmail.com

CAREER PROFILE

Results-oriented professional with extensive experience in human resource consulting focusing on identifying and leveraging individuals strengths to increase productivity and achieve business objectives. Open and honest communication style with a focus on driving quality results. Excellent client relations skills used to build lasting business partnerships. Key skill areas include:

- Training & Program Development
 - Career Consulting
 - Project Management
 - Relationship Management
 - Assessment Interpretation
 - Resource Management
 - Executive Coaching
 - Process Improvement
 - Evaluation & Analysis
-

PROFESSIONAL EXPERIENCE

Company Name, Cincinnati, OH

1997 – Present

\$500M global career management and human resource consulting firm.

VICE PRESIDENT, CONSULTING SERVICES	(2004-present)
DIRECTOR OF OPERATIONS	(2000-2004)
VICE PRESIDENT, CLIENT SERVICES	(1997-2000)
CLIENT SERVICES ASSOCIATE	(1994 –1996)
JOB DEVELOPMENT PROJECT ASSISTANT	(1993 –1994)

Lead the career transition practice of a \$2.5M consulting business with six direct reports. Manage two departments with nine consultants and administrative staff. Key role in developing programs for global clients to improve retention, increase employee engagement, and enhance executive assimilation. Hire, train and develop staff to meet the business needs of the organization. Facilitate training sessions, conduct service orientations, and make client presentations. Coordinated marketing events and job fairs. Sample of engagements include:

- Lead project manager for a global company-wide reduction-in-force affecting over 10,000 people and generating over \$6M in sales revenue.
- Client relationship manager for global executive coaching project.
- Created, facilitated, and managed an internal management development program for high potential employees.
- Strategy coach for individuals at all levels.
- Implemented two new curriculum design and delivery models of all services utilizing one-on-one consulting, group training and on-line interactive learning.
- Managed out-of-territory business and exceeded sales plan by 33%.

Company Name, Cincinnati, OH **1996 –1997**
Cleveland-based recruitment advertising agency specializing in multimedia campaigns for various industry sectors.

REGIONAL MANAGER

Managed a four state regional sales office with six professional staff. Maintained relationships with over 200 existing clients while acquiring 26 new accounts.

- Full profit and loss responsibility of sales exceeding \$6.7M.
- Exceeded sales plan by 27%.

Company Name, Bowling Green, OH **1988 –1993**

ASSISTANT DIRECTOR, ALUMNI AFFAIRS (1990 –1993)

GRADUATE ASSISTANT, UNIVERSITY PLACEMENT SERVICES (1988 –1990)

Worked in partnership with University Placement Services to create career resources for alumni and students. Recruited, trained, and managed steering committees of nine alumni chapter areas totaling 15,000 people. Liaison with Admissions Office to coordinate marketing events for prospective students. Coordinated social, programming, and fundraising activities for University alumni.

- Organized recruiter interview schedules and presentations. Conducted mock interviews and résumé critiques.
- Assisted in the execution of a comprehensive career fair involving over 100 employers. Created and presented workshops on interviewing techniques.

EDUCATION

Master of Arts in Higher Education Administration, *Bowling Green State University*, Bowling Green, OH, 1990

Bachelor of Arts in Business Management, *Xavier University*, Cincinnati, OH, 1987

COMMUNITY SERVICE

Greater Cincinnati Human Resource Association, 1997 – present

Urban League Workforce Development Committee, 1998 – present

Junior Achievement, 1994 - present

MBA Résumé Examples

Includes examples for all MBA students

SUSANNA SMITH, MBA

1200 Huckleberry Lane • Cincinnati, OH 45201 • (513) 626-1002 • Suesmith@gmail.com

Proven business executive with extensive experience in client relationship management and investments. Demonstrates outstanding performance consistently achieving/exceeding goals and objectives. Excellent reputation for the growth and management of client portfolios. Key strengths include:

Strategic Planning	New Business Development	Risk Assessments
Report Analysis	Portfolio Management	Client Engagement

EDUCATION AND PROFESSIONAL CERTIFICATIONS

- **National Association of Personal Financial Advisors (NAPFA)**, September 2010
- **National Special Security Advisor (NSSA)**, June 2013
- **Certified Financial Planner™**, Xavier University, January 2013
- **Master of Business Administration**, Finance and Tax, Xavier University,
- **Bachelor of Science in Business Administration**, Marketing, Xavier University

PROFESSIONAL EXPERIENCE

Bungot Financial Group, Inc., Cincinnati, Ohio

Client Service Advisor

1993 – Present

- Provide comprehensive financial planning for 37 clients with \$54.4 million, consistently achieving the financial objectives of the individual clients
- Prepare detailed Cash Flow Reports, Net Worth Reports and Tax Analysis Reports
- Expertly review and rebalance client portfolio groups quarterly.
- Prepare and analyze Risk Assessment reports, present results to the client, and establish the appropriate asset allocation.
- Manage/coordinate client data using Junxure
- Compile Investment Policy Statements and update annually
- Prepare and analyze Money Guide Pro Retirement Planning Reports
- Utilize Portfolio Center to monitor the performance and asset allocations of portfolio groups relative to targets
- Perform comprehensive investment research analysis for firm and clients
- Prepare, maintain and update the Client Education resources
- Utilize Morningstar Principia and Hypotheticals to conduct investment research and to generate portfolio performance total return numbers
- Utilize Social Security analysis software to compile the optimal claiming strategies and present recommendations to the clients

Western Southern Group, Cincinnati, Ohio

Assistant Vice President, Senior Trust Officer

1990 – 1992

- Developed investment strategies for clients
- Managed over 400 trust portfolios for clients totaling over \$100 million in total value

Trust Officer

1987 – 1990

- Managed 400 personal trust portfolios and interfaced daily with key customers/prospects.
- Conducted security analysis and research.

Jerry Reed

1000 Zig Zag Road, Madison, OH 45000
513.1111.1111 ~ j.reed@gmail.com

Seasoned sales and customer service professional offering a background in both outside and inside sales/service. Competent in all functions required to facilitate a sale of a product/service and the skills to follow up on its use. Ability to make complex decisions, prioritize, while maintaining a good-natured cooperative attitude. Developed constructive working relationships with diverse team, willing to lead, take charge, and offer opinions and direction when needed. Strengths include:

Sales & Marketing	Persuasion	Business Development
Customer Service	Relationship Management	Leadership

Education

Xavier University, Williams College of Business – Cincinnati, OH

Bachelor of Science Business Administration

Relevant Experience

Outside/Inside Sales

- Worked within the company established parameters and outside vendors to quote special pricing on large and/or complicated orders with an eye on requested due time and cost savings
- Prepared and submitted sales contracts for orders.
- Visited establishments to evaluate needs and promote product or service sales.
- Maintained customer records, using automated systems.
- Answered customers' questions about products, prices, availability, or credit terms.

Customer Service

- Provided customer service using the principles and processes of the company by greeting and assisting customers, responding to customer inquiries, handling complaints, settling disputes, and follow up with the customer upon completion of the sales/service transaction for their satisfaction.
- Took orders by giving full attention to what customer is requesting, active listening to fully assess the needs of the customer, asking the appropriate the questions, and suggesting enhancements and/or cost savings and finally scheduling the order in Production for the completion date required by the customer.
- **Two time winner of the ComDoc award for customer service.**

Leadership/Administration

- Reviewed Team Members' time reports within the Kronos Workforce Timekeeper program for missing and/or incorrect data, made necessary corrections, and once completed issued first level approval.
- Processed the financial information for the store, including counting all tills and monies in the safe, counted the individual deposits, reconciling the deposits, preparing the necessary bank deposit form, delivering deposit to the bank, and filing away all paperwork.
- Monitored/Assessed the Production scheduled to identify possible issues and worked with team members and/or vendors to make corrections to get the job done right and on time.
- Use of a company issued Wi-Fi scanner, inventoried in-house stock and reordered inventory.
- Use of ComDoc shipping software and the packaging requirements necessary to protect the item being shipped.
- Reset plan-o-grams monthly to required Corporate specifications, including the rearranging of retail displays, the stocking of retail items to agree with the plan, and the printing/displaying of pricing/inventory.

Assistant Manager, Sales/Retail, ComDoc - Cincinnati, OH

1996-2015

Regional Outside Sales Representative, Auto Dealer Ohio - Cincinnati, OH

1994-1996

District Manager, Regional Outside Sales, Center Corporation – Detroit, Michigan

1976-1994

Jimmy Dean

4004 Scalley Wag Drive, Cincinnati, OH 45201 • (513)555-0064 • Jimmydean@gmail.com

Highly motivated and creative professional with various business and finance acumen. Demonstrated leadership abilities with exceptional performance of exceeding targets with minimal supervision. Pursuing a career opportunity that will utilize my interpersonal, communication, and technical skills in the business sector.

EDUCATION

Xavier University, Cincinnati, OH Spring 2015, Candidate
Master in Business Administration: Business Intelligence

Xavier University, Cincinnati
Bachelor of Science in Business Administration: Accounting, Cum Laude Honoree

EMPLOYMENT

Tax Preparer, Internship January 2013 – April 2015

Johnson & Associates, CPA, Blue Ash, OH

- Analyzed client documents and accurately prepared 300+ income tax returns.
- Satisfy client needs by completing researching best suited financial plans per client.
- Conducted research on 200+ tax issues presented to the office.

Accounts Payable Clerk October 2012 – January 2013

Smith Bicycle Shop, Mason, OH

- Reconciled previous day sales figures and prepared bank deposit.
- Prepared individual cash bags for use in each department and ensured large bills were used to keep a supply of change on hand to be used as needed.
- Reconciled vendor amounts due with dealership goods received and prepared the checks payable to vendors on a weekly basis.

Data Entry Clerk III May 2006 – March 2008

LabCorp Diagnostics, Philadelphia, PA

- Entered payments to customer accounts from a batch of 50 checks then reconciled payments entered to batch total.
- **Frequently received recognition for 100% accuracy and exceeding keystroke quotas.**
- Disseminated and maintained accountability batches of checks to a team of approximately 12 Data Entry Clerks.
- Served as Misdirected Payments Subject Matter Expert-analyzed checks from Insurance companies and identified amounts due to other business units under a separate tax ID number.

Combat Engineer / Vehicle Operator February 1996 – June 2009

United States Army

- Accounted for and maintained equipment for troop.
- Provided risk assessment and risk management of every activity conducted on duty.
- Completed two tours in Iraq during Operation Iraqi Freedom 2003 – 2005.

RELEVANT EXTRACURRICULAR ACTIVITIES

-
- Beta Alpha Psi – Accounting Honor Society
 - Beta Gamma Sigma – International Honor Society
 - Xavier Veterans Student Group
 - Accounting Society

James Francko

3030 Smith Road, Cincinnati, OH 45207

Email: JamesFrancko@gmail.com

Phone: 513-655-2220

*IT professional with over 7 years of experience in **data analytics, business analysis, software design and development**. Successful coordination with business users, external auditors and other stake holders to manage risk and assure the successful completion of IT audits. Strong ability of identifying, analysing and interpreting data changes pattern and make recommendations to improve process and efficiency of business applications. Talent for leveraging individual skills of a team and engaging them to work harmoniously towards specific goals while ensuring accountability. Key Strengths include:*

- **Data Analysis**
- **SQL Queries**
- **Problem Solving**
- **Communication Skills**
- **Process Analysis and Design**
- **Project Risk and Scope**
- **Result Orientation**
- **Status Reporting**
- **SOX Audit**
- **Quality Assurance**
- **Leadership**
- **Quick Learner**

Academic Qualifications:

Masters of Business Administration (Finance)

Xavier University, Cincinnati, Ohio

2016, Candidate

(GPA: 3.5/4.0)

Bachelor of Engineering (Information Technology)

Jamestown College, Jabalpur, India

2006-2010

Work Experience

Tata Consultancy Services, Milford, Ohio (US)

Client: **Sallie Mae**, Cincinnati, OH

2008 – Current

(Aug 2013 – Current)

Business Analyst and IT Audit Lead

- Lead and manage SOX audits and other internal audits. Work directly with internal and external auditors for monthly, quarterly and annual compliance.
- Identify areas of potential improvements for key processes/procedures and recommend process and operational efficiency.
- Prepare business flow and requirements specification documents for multifamily applications.
- Lead efforts to reduce data change requests in production. Identify and analyse historical and current data changes in multifamily applications and provide recommendation based on data patterns to improve/enhance processes which will reduce total no. of labor hours and overall spending for this application support activities.
- Work directly with all the stake holders (senior management, business SMEs, KPMG and PWC) to define the control objectives and facilitate the remediation of controls gaps if required.
- Assists senior management in defining control objectives and monitoring compliance efforts.

Client: **Cable Communications**, Pittsburg, Pennsylvania

(June 2011 – Aug 2013)

System Analyst

- Prepared system requirements specifications and design documents.
- Involved in plugin development and used C# and XML in .NET environment.
- Analyzed python scripts to decode media files and to remediate similar logic in C#.net.
- Prepared test cases and performed unit testing and integration testing.
- Prepared Groovy scripts to automate continuous integration and deployment process.
- Prepared SQL queries for automated test server.
- Coordination with offsite team and make sure procedures are followed in accordance with established processes.
- Developed specialized functional tests to meet product specifications.
- Conducted business domain trainings in organization.

Client: StagePro Corporation, Pungalor, India

(Sep 2008 – Sep 2011)

Algorithm Designer/Software Developer

- Analyzed and formulated complex algorithms to be implemented in Algorithm Manager.
- Analyzed and developed AES encryption standards to secure l data of defense machinery. Used C++ for the development.
- Designed and developed under interface tool called Configfile Editor Tool to create, validate and maintain large configuration files. Used Rhapsody 7.2 to prepare the design of the tool and used MFC and VC++ for the development. Also, used XML Schema and XSLT to validate configuration files.
- Low level design of Algorithm Manager, Download Manager and Laptop Application tools. Used Rhapsody 7.2 to prepare UML diagrams for these applications.
- Designed and developed Laptop Application and used Multithreading and Socket Programming concepts as well in this application.
- Static analysis using Para soft C++ 7.2 which stated rules complied with Misra C++ 2008 standards in addition to several in-house coding guidelines.
- Awarded “Special Initiative” in Feb 2010 for contribution in the organization.

Leadership Activities:

JOINTX, Xavier University, Cincinnati, OH

2015

Co-Founder

- Launched a campus wide service responsible for providing technical help to the college.

Technical Festival, Jamestone College, Jabalpur (India)

2006

Lead Organizer

- Organized a National-Level Technical Festival hosting 1000+ attending.
- Raised \$1,000 in profit benefiting...
- Collaborated with key stakeholders, event planners, and vendors.

Technical Skills:

- Misra C++
- XML Schema/ XSLT
- Rhapsody 7.2
- VC++