



Resume Writing & Scholarship Essays



Parts of the Resume

- 
- 01 Contact Information
 - 02 Introduction
 - 03 Education
 - 04 Professional Experience
 - 05 Skills
 - 06 References*

Writing Tips



- Clear and Concise
- Proofread
- 1 – 2 Pages
- Bullets for Listing
- Action Verbs
- Avoid First Person – “I”
“My”
- Highlight
Accomplishments



- Inappropriate Email
Address
- Unnecessary (Personal)
Information
- Included Picture
- Excessive bullets, length
sentences
- General, vague statements
- Negative responses

Christopher Morgan

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OBJECTIVE

Provide analysis data support in a company as Data Analyst.

WORK EXPERIENCE

04/2014 - 04/018

Data Analyst, GHT Company, Madrid Spain

Responsibilities:

- Establish operation strategy in a team for improving sales
- Prepare data and information for making regular report data analysis
- Perform data analysis for complex data and files

03/2012 - 05/2014

Data Analyst, Startup Corporation, Madrid Spain

Responsibilities:

- Composed Java program for interfacing with Oracle database
 - Performed data analysis especially financial data
 - Performed statistical data analysis using STATA
 - Showed data analysis in regular meetings for creating new program
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EDUCATION

2004 - 2008

Bachelor Degree of Computer Science, Technical University of Madrid

2002 - 2004

Certified as Data Analyst, Data Analyst Certification, Technical University of Madrid

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Access
Database operation: Microsoft Office Access, Oracle 8i
Statistical operation: SPSS, STATA
Programming: C++, SQL, HTML

REFERENCES

References available on request



IAN HANSSON

Graphic Designer, UI/UX Engineer

- 816-555-0146
- ian_hansson
- ian@example.com
- www.example.com

200 77 100% 20

Websites Creates

Apps Created

Clients Satisfaction

Years of Experience

BIO

Birth Date
16 June 1990

Nationality
Sweden

Location
Kansas City, USA

ABOUT ME

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EDUCATION

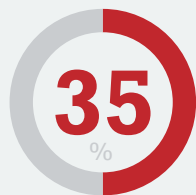
- 2007 ● School of Fine Arts
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- 2010 ● Bellows College
Concentetur adipiscing elit
- 2015 ● School of Fine Arts
Sed do eiusmoda tempor
- 2018 ● Bellows College
Labore et dolore magna aliqua

CAREER TIMELINE

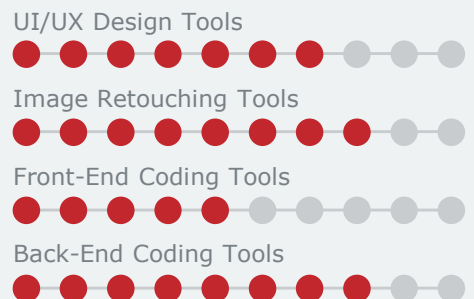


COMPLETED PROJECTS

UI/UX Design Branding Identity Presentations



SKILLS



LANGUAGE

English

French

German

HOBBIES



Elizabeth Holmes

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elizabeth.holmes@coolfreecv.com

Store Manager equipped with extensive experience in automotive sales management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve store operations, increase top line sales, and reduce costs.



Experience

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York

- Motivate and coach employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors, and sales people.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Help out in sales and repair areas as needed and maintain comprehensive current knowledge of operations.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repair orders.
- Ordered supplies and kept inventory at optimal levels.
- Coordinated equipment repairs and maintenance.

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organisational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Bachelor of Science: Automotive Technology - 2014
Technical Institute, NY

Hobbies



- Playing chess - great way to unwind, destress, and keep the mind sharp.