



Resume Writing Guidelines

2016-2017



CAREER

CAREER DEVELOPMENT CENTER
140 West 62nd Street, 1st Floor
New York, NY 10023

Introduction: Gabelli Business MBA Student

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Gabelli School of Business: Resume Writing Instructions

Writing a resume is not an easy task. Many students find it difficult to summarize their educational, professional and extracurricular activities in a one-page document. With this in mind, the Career Development Center has created this booklet with resume guidelines to outline the resume writing process, provide a template for the approved resume format, and help you write a resume targeting a specific industry with content that will highlight your accomplishments and skills.

Remember that your resume is an important marketing document, designed to sell your accomplishments, skills, and background to the reader. It should summarize your professional and educational history, while highlighting relevant key points related to your future employment objectives. Your resume should be tailored strategically to call attention to your experiences that relate directly to the position you seek. It communicates your personal brand.

The Gabelli School of Business “Resume Basics”

- A resume in the approved Gabelli School of Business format is required for all school-related recruiting activities.
- Your most current resume should be uploaded to Career Path at all times.
- **Resume must be provided in approved format to be included in resume books which are sent to employers by the Career Development Center.**
- The approved Resume consists of four sections: contact section, education, experience, and additional information.
- A Career Objective is optional and may be included after the name block, but is not recommended.
- Students are *required* to use the approved format for resumes because recruiters have agreed that it is the easy to read, and because it has a sleek, visually appealing appearance.
- Limit your resume to *one* page.

Contact Section

- Top section: includes your name (usually as it appears on school records and consistent across platforms, i.e. CareerPath, LinkedIn, etc.), address, telephone number, e-mail address and LinkedIn profile URL.
- Be sure your email address and cell phone number are current and that you can be easily reached at both.
- If you are using voicemail or an answering machine, make sure your cell phone message is activated (not the automated message), professional and easy to hear—please don't use music or exotic messages while job hunting.
- Avoid unprofessional sounding email addresses (i.e. skibum1999@hotmail.co)
- Position the name block in the upper right corner, so your resume can be easily located by a recruiter who is thumbing through a stack of resumes. Otherwise, you may center the name block to create a more balanced looking page.
- Never put name block in the top left corner--cover letters and other forms often are stapled in that corner.
- May create visual interest by separating the name block from the rest of the page with a horizontal line (the approved format does allow the use of a single line for this purpose).

Career Objective

- Career Development Center does not recommend including a Career Objective on your resume. We recommend including this information as part of your cover letter.
- If you choose to include an objective on the resume, make it very succinct. Objectives like "summer position in Finance" and "Position in Telecommunications" are best. Avoid long-winded objectives like: "A challenging position in marketing that will allow significant personal growth."
- Be careful that your objective doesn't limit your job prospects and aligns with the job you are applying for; if you are exploring unrelated positions, delete it or change it for each position.

Education Section

- The “Education” section usually appears before the “Experience” section because it is your most current activity.
- Educational experiences should be listed in reverse chronological order, so Fordham University, Gabelli School of Business should be listed first.
- The Gabelli Business School format requires that you use the name "Fordham University, Gabelli School of Business", not any other derivation of the name.
- The format of the line showing your degree is fixed: it must list your degree (abbreviate MBA or MS), your concentration(s) and designation(s), and the month and year your degree was completed or the date you plan to

complete your degree. Employers often verify this information with the school, obviously do not use a date that will not hold up to verification.

- If you have study abroad experience, it should be included as one line under the school, after the line that describes your degree.
- Students often include their extracurricular activities and memberships under the heading for the school where they were participants.
- Dean's list, scholarships, honors, awards, and nominations should also be included.
- If you are considering including your grade point average, a general rule is to leave it off if it is less than 3.3 on a 4.0 grading scale.

Work Experience Section

- Your professional experience should be presented in reverse chronological format.
- You can also include relevant unpaid work in this section.
- As in the education section, dates of employment should be presented in the left hand column.
- If possible, use full years or terms (e.g. 2011-2012 or Summer 2013) rather than months (e.g. September 2011-May 2012 or June 2013 - September 2013).
- If using months, the standard convention is Month/Year not Year/Month. It looks better visually, and breaking the experience down into months tends to create the psychological impression that the experience was short-lived.
- Use bullets format to highlight experience, using a maximum of 6 and minimum of 2 for any list; avoid using any symbols other than bullets as they can be distracting and are not appropriate for business resumes.
- Use action verbs (see Appendix). Avoid phrases like "responsible for..." and "duties included..." as they create a passive sounding resume. Using of strong action verbs makes you sound like a results-oriented leader more than passive verbs.
- Avoiding technical jargon, offer details about your accomplishments and how you achieved them.
- Remember that most recruiters are results-oriented. For example, most readers who see "expanded client base" on a resume automatically ask, "By how much?" Whenever possible, quantify your results.
- Articles of speech (a, an, the) are omitted on resumes since they tend to slow the reader and waste valuable time.

Additional Information Section

- This section is a catch-all for information that could not be included appropriately elsewhere.
- Include Certifications/Licenses relevant to your target industry (examples include CPA, CFA, CTP, FRM).
- Mention language skills and level (fluent, proficient, conversational, basic).
- List professional associations relevant to your choice of function or industry.
- Mention extracurricular activities or volunteer work.
- Include Permanent Resident or Green Card status, if applicable.
- Many people include some personal interests or hobbies in this section; recruiters sometimes use this information as an ice breaker in interviews and it can distinguish you from your peers.

Information that Should NOT be Included on Your Resume

- Age, marital status or health information
- Place of birth
- Nationality or country of origin
- Reasons for leaving any job
- Salary information
- Gender
- TOEFL score
- Passport#, I-20#
- Permanent address (parents', family overseas, etc.)
- Signature
- High school education information or equivalent
- Photos
- Proficiency in standard computer programs (Word, Excel, PowerPoint)
- "References available upon request"

Gabelli School of Business: Resume Template Guidelines

Length: One page only.

Paper: Use 8.5"/11" white or off-white paper with black ink. Please do not use any colors.

Margins: Be sure to leave adequate space around the left, right, top and bottom edges of your resume. You do not want your name or experience to be cut off if printing outside of the margins.

Bullets: Bullets should be used for all key points under "Experience" and "Additional." Bullets are optional under the "Education" section. Please have all bulleted statements form a complete sentence about a project, accomplishment or responsibility.

Fonts: Use Times New Roman or Garamond and in a legible point size (between 10-12pt). Use 12pt for Category Headings and 10/11pt for all other text. You can mix font sizes on your resume, but do not mix font types. Flush left text, but do not justify as this leaves unsightly spaces between words.

Immigration Status: You may put Permanent Resident or Green Card Status, if applicable.

Writing Style: Omit all pronouns (i.e. – I, me, my, our) and whenever possible omit articles of speech (i.e. – the, a, an). Use strong action verbs to describe your responsibilities. For example, instead of "Helped" use "Assisted" or, instead of "Put together" try "Assembled."

Formatting: Make sure formatting is consistent throughout (i.e. - if you are ending your bulleted statements with periods, make sure all sentences end with periods).

Resume Writing & Template Guidelines Summary

- Position Contact Information top right or centered – never top left
- Use reverse chronological order within each section, listing most recent positions/activities first
- Organize information into easily digestible pieces to make your résumé easy to read – bullet-point format is recommended
- Maintain consistency throughout the résumé
- Start each bullet point with an action verb (see the list of action verbs for résumés included as the Appendix of this document)
- Use past tense and concise, focused sentences
- Avoid personal pronouns
- Avoid jargon unique to previous profession
- Avoid repetition of words
- Emphasize results (quantitative or qualitative) when possible; results can give your reader a better understanding of the scope of your work and how it contributed to an organization
- Use Times New Roman or Garamond in a legible font size (10-12 point)
- Include white space and margins for easy skimming
- Use years and not months for employment periods which should be to the left of the page; if a role was less than a year (e.g., internship) write season and year (e.g., Summer 2010, Fall 2009)
- Locations should be flush right
- Do not include a career objective or personal statement
- Do not include a photo, your age (common on some international CVs), health info, salary information or other info from the “do not include” list
- Proofread and ask friends, family, roommates to proofread as well-- to make sure you have absolutely no mistakes
- Make sure everything is true and accurate since anything included in your résumé may be asked about in an interview

Approved Gabelli School of Business Resume TEMPLATE

(All MBA/MS except MSQF & MSBA)

FIRST NAME (NICKNAME) LAST NAME

Street Address, Apartment

City, State ZIP Code

Phone Number

Email Address

EDUCATION

2016-2018 **FORDHAM UNIVERSITY GABELLI SCHOOL OF BUSINESS** New York, NY
Degree, Concentration(s) (if applicable), Designation (if applicable), Expected Mo/Yr., GPA X.XX

- Relevant Coursework: List relevant courses (please do not list every class) from past/current semester (not future)
- Honors and Awards (Academic, Leadership, Club Competitions)
- Student Club Memberships and/or list Leadership Positions

2007-2011 **UNDERGRADUATE INSTITUTION** City, State OR
Degree, Major, Minor (if applicable), GPA X.XX City, Country (Outside US)

- Relevant Coursework: List relevant courses (please do not list every class) from past/current semester (not future)
- Honors and Awards (Academic, Leadership, Club Competitions)
- Student Club memberships and/or list Leadership positions

EXPERIENCE

20XX-20XX **COMPANY 1** (most recent company and experience listed first) City, State
Include one sentence overview, if the firm is not widely known

Position, Department

- NOTE: IF A CURRENT INTERNSHIP OR FULL TIME ROLE, USE PRESENT TENSE REMEMBER TO USE PAST TENSE FOR COMPLETED INTERNSHIPS OR FULL TIME ROLES
- List relevant responsibilities and skills most relevant to desired job or internship
- Quantify accomplishments and your impact on Company (areas of impact which may include profitability, revenues, entry into new markets, workflow automation or expense reduction)
- Please refer to list of action verbs in Resume Writing Guidelines in CareerPath
- Identify key actions, provide details of the tasks accomplished, explain the results of your action and quantify the results if possible

20XX-20XX **COMPANY 2** City, State
Position, Department

- If professional experience is limited, include substantial and applicable volunteer or consulting experiences
- Resume should be at least one page in length
- Relevant Duties

20XX-20XX **COMPANY 3** City, State
Position, Department

- Relevant Duties
- Relevant Duties
- Relevant Duties

ADDITIONAL

- Languages: Fluent/Advanced/Intermediate/Conversational; Native
- Computer: Proficient with Program A, Program B, Program C, relevant to your target job
- Memberships: Professional Association or Volunteer Leadership activities
- Certifications and Licenses: CPA, CFA, CFP (or tracks), FINRA Series 7, 63, 66, 24
- Interests: Interest A, Interest B, Interest C (activities that demonstrate leadership, motivation, time management, relationship building, networking and are unique)

Approved Gabelli School of Business Resume
(All MBA/MS except MSQF & MSBA)

YANG (AMY) LIU
45 Columbus Avenue, 4th Floor
New York, NY 10023
646-636-7796
student@fordham.edu

EDUCATION

- 2016-2018 **FORDHAM UNIVERSITY, GABELLI SCHOOL OF BUSINESS** New York, NY
MBA, Marketing with Entrepreneurial Focus, Expected May 2018
- Relevant Coursework: Consumer Behavior, Marketing Research
 - Student Club Memberships: President, Fordham Women in Business; Member, Marketing Society
- 2007-2011 **INDIANA UNIVERSITY** Bloomington, IN
BS, Business Management, Minor in Economics
- Leadership Position: Captain, Women's Water Polo Team

EXPERIENCE

- 2013-2016 **START COMMUNICATIONS, INC.** New York, NY
Director, Media Services and Events Management, (5/14-present)
- Created and organized Media Services group that generates 80% worth of agency's media revenues for Advertising & Communications budget of \$5 million+
 - Led annual negotiations with media partners; closed cost-effective and efficient media contracts
 - Developed and supervised implementation of Media and Communications strategies to achieve media category dominance and strengthen market leadership
 - Re-engineered advertising business processes and institute online systems for project approval and media billing to cut lead times by 50%
- Marketing Services Manager, Data Services, (7/13-5/14)**
- Conceptualized and implemented product launches, trade exhibits, sales conferences, sales blitzes, press conferences
 - Launched the START Shockwave, a trade and sales exhibit that generated average daily sales of 20,000 activations
 - Transformed events such as bar tours, concerts, movie premieres, fashion shows, school programs into sales-generating venues and converted event organizers into distribution channels through social media
 - Created "START Academy" which developed training modules for new products, services
 - Conducted training sessions for sales, customer care and new recruits
- 2012-2013 **MORGAN STANLEY** New York, NY
Analyst
- Constructed valuation analysis for equity and high yield offerings, including DCF analysis, comparable company trading analysis and comparable acquisitions analysis
 - Developed detailed merger consequences analysis of potential telecom acquisition and reviewed exchange ration assumptions to provide foundation point for negotiations
- 2011-2012 **ACCENTURE** New York, NY
Analyst
- Led teams of two to eight consultants for audit, due diligence, business advisory practices; managed client relationships through planning and reporting phases of all projects
 - Performed advisory and due diligence work for potential buyouts, including industry analysis, business analysis, and financial and operational ratio analysis

ADDITIONAL

- Languages: Fluent in Spanish
- Computer: Proficient in SPSS, Excel and Access
- Memberships: New York Association of National Advertisers; New York State Board of Accountancy
- Certificates: FINRA Series 7, 63; Google Analytics Individual Qualification
- Interests: Scuba diving, painting and gourmet cooking

**Approved Gabelli School of Business Resume
(Finance)**

JAMES DARMADY
33 West 62nd Street, Apartment 4B
New York, NY 10013
269-522-4562
jdarmady456@fordham.edu

EDUCATION

- 2015-2017 **FORDHAM UNIVERSITY, GABELLI SCHOOL OF BUSINESS** New York, NY
MBA, Finance, with Emerging Markets Focus, Expected May 2017, GPA 3.8
- Relevant Coursework: Advance Corporate Finance, Modern Financial Analysis and Valuation Techniques
 - Academic: Graduate Assistant to the Associate Dean of Graduate Business Education
 - Leadership Position: Founder and President, Private Equity and Venture Capital Club
- 2008-2011 **NEW YORK UNIVERSITY** New York, NY
Tandon School of Engineering
Bachelor of Science, Business and Technology Management, GPA 3.62
- Relevant Coursework: Project Management, Technology Management
 - 100% Bright Future Scholarship Recipient, Dean's List

EXPERIENCE

- 2013-2014 **TD BANK** New York, NY
Senior Business Analyst
- Performed risk engineering to derive and execute action plans on time
 - Monitored project status to ensure progress toward completion, required procedural steps are completed fully and timely, participants are informed of progress
 - Worked in projects such as Identity and Access Management (IAM) and Self-service Password Reset project that led to 30% improved user productivity and reduced calls to help desk
 - Applied Advanced Excel modeling and data analysis techniques to transform detailed transactional source data into financial reports for executive presentation
- 2011-2013 **Business Analyst**
- Conducted Business Requirements Gathering sessions in the form of business scenarios with the end users, subject matter experts and the developers
 - Synchronized data to Tableau in order to build real-time dashboards for Executives
 - Communicated extensively with the development and test teams for smooth transition between project phases
 - Maintained and kept track of stakeholders' requests for enhancements and changes using Unified Changed Management tool (UCM) such as Rational ClearQuest.
 - Formulated recruiting strategies, mentored new analysts, and managed career fairs
- Summer 2011 **CHASE** New York, NY
Intern Finance Services
- Performed data analysis for inspecting and modeling data
 - Managed documents in an orderly manner using SharePoint
 - Reviewed late-day trading activity and investigated suspicious transactions in client accounts

ADDITIONAL

- Languages: Fluent in German and Spanish
- Computer: Tableau, Advanced with MS Office Package
- Memberships: Volunteer at New York Cares
- Interests: Mountain Climbing, Taekwondo

**Approved Gabelli School of Business Resume
(International)**

JIANG (LISA) QUIN

14 East 12th Street, Apartment 142

New York, NY 10003

315-443-2596

lisa.quin@fordham.edu

EDUCATION

- 2015-2017 **FORDHAM UNIVERSITY GABELLI SCHOOL OF BUSINESS** New York, NY
MBA, Accounting, with Internal Taxation Focus, Expected May 2017, GPA 3.9
- Relevant Coursework: Corporate Taxation, Forensic Accounting
 - Honors: Dean's Scholarship Recipient
 - Leadership Position: President, Fordham Accounting and Taxation Society
- 2007-2011 **UNDERGRADUATE INSTITUTION** Beijing, China
Bachelor of Accountancy, GPA 3.62
- Relevant Coursework: Business Economics, Financial Management
 - Honors: Ranked 1st in class, awarded 100% scholarship
 - Leadership Position: President of Student Union, Economics Society

EXPERIENCE

- 2013-2014 **BDO International** Shanghai, China
Senior Associate
- Worked closely with senior management to develop current year audit plan based on risk assessments
 - Issued management audit reports documenting key processes reviewed, business impact and financial results of the operations, and finalized implementation plans to risks identified
 - Completed all phases of audit engagements for developing risk-based audit programs including planning, budgeting, fieldwork and supervising
 - Streamlined internal financial reporting processes, achieving substantial quality improvements and a 20% reduction in cycle time and human resources required
- 2011-2013 **KPMG** Shanghai, China
Analyst, Internal Audit
- Prepared monthly operating statements for all distribution centers comparing actual to plan as well as developing budget forecasts
 - Processed vendor credits for proper handling and accounting; uncovered errors in vendor calculations that resulted in substantial cash recoveries
 - Monitored and assisted in the collection of vendor receivables and credits for inventory returns and changeovers
 - Designed and maintained performance schedules, tracked vendor receivables for accrued rebates, product returns, and warranty obligations extracted from key financial data and vendor agreements
 - Performed purchasing and returns analysis to assure accuracy of vendor rebates and credits
- 2011 **Management Trainee** Beijing, China
- Prepared corporate financial statements and tax returns
 - Reviewed balance sheet accounts to determine account balances were fairly stated
 - Assisted in designing appropriate procedures and audit programs

ADDITIONAL

- Languages: Fluent in Mandarin, Cantonese and French
- Computer: Advanced with MS Office Package, QuickBooks
- Certificates: Certified Public Accountant - November 2016
- Interests: Scuba Diving, Painting and Gourmet Cooking

**Approved Gabelli School of Business Resume
(Marketing)**

MICHAEL RODRIGUEZ

446 North 10th Avenue

Yonkers, NY, 10701

914-602-2001

mrodriguez156@fordham.edu

EDUCATION

- 2015-2017 **FORDHAM UNIVERSITY GABELLI SCHOOL OF BUSINESS** New York, NY
MBA, Marketing, with Entrepreneurial Focus, Expected May 2017, GPA 3.7
- Relevant Coursework: New Product Development, Social Media Marketing
 - Leadership Position: Vice President of Events, Media and Entertainment Alliance
- 2007-2011 **ARIZONA STATE UNIVERSITY** Tempe, AZ
Bachelor of Arts, Computers, minor in Business
- Honors: New American University Scholar

EXPERIENCE

- 2014-2015 **PEOPLE MAGAZINE** Dallas, TX
Sales Account Manager
- Managed portfolio of high level accounts which generated \$200000 in revenue per quarter
 - Grew customer base 20% in first six months
 - Consistently achieved \$100K quarterly print advertising sales goal
 - Worked closely with company executives to identify new business opportunities
- 2012-2014 **Marketing Executive**
- Provided strategic advice to company in order to achieve best ROI on the advertising investment
 - Built client base by providing extraordinary service to existing clients and by initiating cold calls with potential clients
 - Identified target group, created an advertising concept and developed promotional campaign that increased new clients by 17 percent in target group
 - Designed Marketing Internship Program, including screening, hiring and daily supervision of 10-15 interns
- 2010-2012 **BUZZ SHIFT SOCIAL MEDIA** Dallas, TX
Junior Account Executive
- Performed extensive research about potential clients' products marketing goals and needs prior to contacting them
 - Crafted, created and managed project schedules and timelines
 - Designed Facebook advertisement presentations for client approval
 - Increased advertising rates by expanding sponsor base

ADDITIONAL

- Languages: Fluent in Spanish and French
- Computer: CRM Tools, Email Marketing Software, Advanced with MS Office Package
- Memberships: Volunteer at Direct Relief International, Dallas
- Interests: Kickboxing, Fashion and Media Trends, Travel and Food

Suggested Masters in Quantitative Finance Gabelli School of Business Resume TEMPLATE

Name
Street Address
Cell phone (make sure voice mail message is appropriate)
Email address (indicate an address that is regularly checked)

Core Competencies (see examples of areas to highlight below)

Programming Skills: C++, VBA, MATLAB, SAS
Risk Management: VaR analysis, EWMA modeling, GARCH modeling, CCC modeling
Derivatives: Options and Futures pricing, Greeks, Simulation Techniques
Econometric and Statistical Analysis
Financial Statement Analysis: CFA Level II candidate

Education

FORDHAM UNIVERSITY GABELLI SCHOOL OF BUSINESS New York, NY
Masters of Science in Quantitative Finance – GPA X.XXXX - Anticipated Grad Date (Month and Year)

Relevant Coursework

VBA Programming, Advanced Financial Modeling, Derivatives, Finance Theory, Financial Econometrics, Simulation Application, Fixed Income Securities, Risk Management, Credit Risk Management, Large Scale Data Modeling

Name of Undergraduate Institution

Undergraduate Degree -Year degree earned

Location

Professional Experience

Dates Company Name – City, State
Insert a brief description of the Employment title/your role. Responsibilities included:

Projects

Dates Company Name – City, State
Insert a brief description of the Project description/your role. Responsibilities included:

- Bullet points of majors responsibilities/outcomes/achievements

Leadership Roles

Dates Name of club/organization description; Title/your role; Insert a brief description

Awards

Date Description of award

Interests and Languages

Indicate languages that you are proficient in

Indicate interests that you are committed to, that enhance your resume and that you can speak knowledgeably about

Suggested Masters in Business Analytics Gabelli School of Business Resume TEMPLATE

Centered Personal Details (Name, Address, Phone, Email, LinkedIn)

EDUCATION:

MSBA

Bullet list courses and software for each course in bracket in 2 columns

*Database Management (DB2, SQL, Data Studio, InfoSphere Data Architect)

Other degrees

EXPERIENCE

Real-world type projects

(Bullet list all class projects, 1 sentence each)

Other relevant experience:

ACCOMPLISHMENTS/ACHIEVEMENTS:

SOFTWARE SKILLS:

**Approved Gabelli School of Business Resume
(Masters in Business Analytics)**

CARRIE CHAN

45 Columbus Avenue, 4th Floor

New York, NY 10023

(646) 636-7796, student@fordham.edu

LinkedIn.com/in/StudentConnect

EDUCATION

2015-2017	FORDHAM UNIVERSITY, GABELLI SCHOOL OF BUSINESS MS, Business Analytics, Expected February 2017, GPA 3.8 <ul style="list-style-type: none">• Relative Courses: Operations Management, Database Management, Data Warehousing, Data Mining, Big Data Analytics, Business Performance and Risk Management, IT Project Management	New York, NY
2010 - 2014	UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK B.S. in Business Administration, GPA 3.78 Concentrations: Financial Analysis, Operations & Supply Chain Management <ul style="list-style-type: none">• Student Club Memberships: Treasurer, Buffalo Undergraduate Management and Consulting Club; VP of Public Relations, Chinese Scholar Student Association	Buffalo, NY

EXPERIENCE

REAL-WORLD TYPE PROJECTS

Spring 2016	NCAA MARCH MADNESS DATA MINING COMPETITION PROJECT <ul style="list-style-type: none">• Used Data Mining technique (Decision Tree, Neural Network, and Nominal Logistic Regression and Tableau) to predict winning probability for each team. Accuracy is 73%.	New York, NY
Fall 2015	DATABASE MANAGEMENT - Prescription Tracking System <ul style="list-style-type: none">• Utilized IBM Data Architect to build up relational model to store entity and attributes of pharmacy prescription system• Implemented over 60 SQL queries by IBM Data Studio in pharmacy database	New York, NY
Fall 2015	DATA MINING - Loan Approval Prediction Model <ul style="list-style-type: none">• Analyzed data from real company by applying decision tree, classification, and neural network models in SPSS Modeler• Drew insights behind CRM, created predictive models of future loan approval	New York, NY

OTHER RELEVANT EXPERIENCE

Summer 2016	GIGGLE Supply Chain Analyst Intern <ul style="list-style-type: none">• Reclassified SKU classes based on revenues, unit sales, gross margins, and transactions• Analyzed and processed data using SQL server, Excel, Cognos, and Access	New York, NY
Spring 2016	NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION Business Consultant (Project Intern) <ul style="list-style-type: none">• Lead team of 5 graduate students tasked with providing statistic and strategic recommendations on public infrastructure bid estimations to reduce client's risks• Generated models and final reports through the usage of Excel, SPSS and Tableau	New York, NY
Summer 2015	NIRAN BIOCHEMICAL CO., LTD. Supply Chain Analyst (Summer Intern) <ul style="list-style-type: none">• Assisted in areas of strategic purchasing, global sourcing, and operational duties• Maintained the planning and procurement database, and analyzed inbound material	Wuxi, China

ACCOMPLISHMENTS/ACHIEVEMENTS

- Volunteer: Certified IRS Tax Preparer, VITA 2014 tax season
- Interests: Snow Skiing, Photography, Singing, Travel

SOFTWARE SKILLS

- **Data Analytics:** Database Management (DB2 Database/ InfoSphere Architect/ DataStudio); CRM (Salesforce); Data Warehouse (ETL/OLAP); Data Mining & Modeling (Linear/ Simulation/ Time Series/ Association/ Clustering/ Regression/ Decision Tree), Big Data (Hadoop/ Amazon Web Service); Visualization (Tableau/ QlikView/ SpotFire)
- **Programming and Software:** Proficient in SQL; Familiar with Python; MS Office (Proficient in EXCEL Pivot Table/ Lookups/ What-if Analysis); IBM Licensing Software (Cognos/SPSS Modeler)

APPENDIX – Action Verbs

Helping Skills	Interactive	Management/ Detail Skills	Planning	Management/ Leadership	Management/ Leadership
accelerated	addressed	marketed	acted	administered	administered
accepted	advertised	mediated	adapted	adjusted	analyzed
accomplished	arbitrated	moderated	began	allocated	applied
achieved	arranged	motivated	combined	analyzed	approved
activated	articulated	negotiated	composed	appraised	assigned
adopted	ascertained	observed	conceptualized	assessed	attained
advanced	augmented	outlined	condensed	audited	conducted
allocated	authored	participated	created	balanced	consolidate
arranged	briefed	persuaded	designed	boosted	contracted
assembled	clarified	piloted	developed	budgeted	coordinated
assumed	collaborated	pinpointed	directed	calculated	debugged
audited	communicated	placed	displayed	captured	delegated
awarded	composed	played	drew	centralized	delivered
built	condensed	predicted	earned	compared	designated
checked	conferred	presented	effected	computed	detected
classified	consulted	printed	employed	conserved	determined
collected	contacted	promoted	enforced	continued	developed
compiled	conveyed	proofread	enlarged	corrected	diagnosed
constructed	convinced	proposed	entertained	critiqued	directed
described	correspond	protected	established	cultivated	dispensed
developed	debated	publicized	examined	customized	dissected
doubled	defined	published	fashioned	determined	diverted
established	demonstrated	qualified	formulated	developed	documented
evaluated	described	questioned	founded	estimated	evaluated
gained	developed	raised	identified	experimented	executed
gathered	directed	ran	illustrated	explored	formalized
governed	discussed	reached	imagined	extended	formalized
grossed	dissuade	realized	improvised	extracted	founded
handled	drafted	reasoned	indexed	forecasted	hired
improved	edited	reconciled	initiated	managed	honed
implemented	elicited	recruited	instituted	marketed	hypothesized
initiated	enlisted	referred	integrated	measured	implemented
installed	explained	reinforced	introduced	navigated	improved
integrated	expressed	related	invented	netted	increased
maintained		remodeled	inventoried		initiated

APPENDIX – Action Verbs

Helping Skills	Interactive	Organization Detail Skills	Planning	Management/ Leadership	Management/ Leadership
made	fabricated	rendered	investigated	opened	inspired
operated	familiarized	repaired	issued	orchestrated	managed
overcame	finalized	reported	manipulated	planned	operated
performed	fixed	reshaped	modeled	maximized	prepared
prepared	formulated	respond	modified	mobilized	programmed
produced	fostered	saved	originated	projected	pioneered
received	fulfilled	searched	performed	reconciled	planned
reduced	furnished	secured	photographed	reduced	prioritized
reviewed	incorporated	separated	planned	researched	produced
simplified	influenced	served	resolved	retrieved	promoted
transacted	informed	shared	revised		recommended
verbalized	interacted	simulated	revitalized		recruited
vitalized	interpreted	sketched	shaped		represented
weighted	interviewed	sold	solved		reviewed
widened	involved	solicited	specialized		scheduled
worked	joined	sorted	staffed		selected
organized	judged	specified	structured		solved
oversaw	kept	spoke	surveyed		spearheaded
upgraded	launched	suggested	sustained		sponsored
used	learned	summarized	targeted		started
utilized	lectured	synthesized	taught		strengthened
	lifted	transcribed	tested		supervised
	listened	translated	tightened		trained
	located	transmitted	totaled		uncovered
		traveled	tracked		undertook
		tutored	traded		unified
		wrote			united

APPENDIX – Action Verbs

Research Technical	Research Technical	Teaching Skills
adapted	inspected	adapted
analysed	installed	advised
applied	interpreted	clarified
assembled	interviewed	coached
assessed	investigated	communicated
built	located	conducted
calculated	maintained	coordinated
clarified	measured	critiqued
collected	modeled	developed
compared	operated	enabled
compiled	organized	encouraged
computed	overhauled	evaluated
conducted	printed	explained
conserved	programmed	facilitated
constructed	rectified	focused
converted	regulated	guided
critiqued	remodeled	individualized
debugged	repaired	informed
designed	replaced	instilled
detected	researched	instructed
determined	restored	motivated
developed	reviewed	persuaded
devised	salvaged	set goals
diagnosed	searched	simulated
disassembled	solved	stimulated
discovered	specialized	taught
documented	standardized	tested
engineered	studied	trained
evaluated	summarized	transmitted
examined	surveyed	tutored
experienced	systematized	
explored	tested	
extracted	troubleshoot	
fabricated	uncovered	
formulated	upgraded	
fortified	utilized	
gathered		
identified		