

## REFLECTION ACTIVITY: BRAINSTORM EXPERIENCES

Jot down your experiences, both past and present. These might include:

- summer jobs
- volunteer work
- extracurricular activities
- student group leadership or membership
- academic or research experiences
- independent or course projects
- work experiences
- internships
- honors and awards
- study abroad/travel

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## REFLECTION ACTIVITY: EVALUATING YOUR EXPERIENCES

- Which experiences were most significant to you?
- Where did you make the most impact?
- Which experiences are most reflective of the type of activities/work/study you'd like to do next?
- What would you like an employer to see about you from your resume?

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# Describing Your Experience

Bullet points are action statements that showcase what you contributed in previous roles, so that the employer can see the skills you bring to them. Under each experience on your resume, you'll include these descriptions in bullet point form.

## Strong Bullet Points:

- Start with an action verb that illustrates a transferable skill. See our list on page 23
- Share specific information about what you did, how you did it, and why you did it.
- Avoid repetitive language.
- Quantify when possible to demonstrate impact.
- Include relevant tools or equipment (i.e., Excel, Python, Adobe Photoshop, mass spectrometry, SPSS, Westlaw, etc.)

## Developing Bullet Points: What, How, and Why

To create impactful descriptions for each experience, you may want to answer the following questions:

### WHAT

**What** did you do? What was the situation, problem, or challenge you were facing? What were your responsibilities or goals?

### HOW

**How** exactly did you do it? How did you accomplish your tasks? Did you use any tools, equipment, or computer programs? Did you work as part of a team or independently?

### WHY?

**Why** are these actions important? How did they benefit the organization? What was the result or outcome of your actions? Can you quantify the results? (Note: Not every bullet point on your resume must be results-oriented.)

## How to Strengthen a Bullet Point: Example

### A. Generic Description:

#### **Public Health Society**

##### *Events Coordinator*

- Responsible for organizing events and panels

*In this example, it is not clear exactly what this candidate did to organize events and panels, what skills were used, or what kind of events and panels were organized. The writer misses the chance to showcase relevant skills used to carry out this task.*

### B. Generic Description:

#### **Public Health Society**

##### *Events Coordinator*

- Plan and coordinate panels on public health for audiences of 25-50 undergraduates on a bimonthly basis
- Identify and contact health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media

**This second example expands on what the student did and specifics how they did it.**

- *The first bullet point clearly highlights organizational skills and lets the employer know the scope, target audience, and frequency of events, adding depth and efficiently illustrating the candidate's abilities and experience.*
- *The second bullet point indicates research and interpersonal skills, which were used to secure panelists. It also demonstrates the ability to communicate with professionals outside of the university.*
- *The third bullet highlights a specific business skill (the ability to be strategic in marketing), as well as familiarity with using social media for marketing purposes.*

### C. Adding Accomplishments and Impact to Show the “Why”:

Employers want to learn about your skills and understand the impact you’ve had on a project, organization, or company.

Consider how the third bullet point above, “Create marketing materials and publicize events through social media,” can be transformed into an effective accomplishment statement by simply adding the result or impact.

- Create marketing materials and publicize events through social media; increase attendance at several club programs by 75% (*if you have an accurate figure*)
- Create marketing materials and publicize events through social media; saw increased attendance at several club programs throughout the year (*if you are unable to quantify*)

**These statements now show how the marketing and publicity efforts led to positive outcomes.**

## ACTIVITY: DRAFTING BULLET POINTS THAT SHOW THE “WHY”

Practice using the method described above to develop your bullet points.

**Skills/qualities you want to demonstrate (from job description):** \_\_\_\_\_

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**What:** \_\_\_\_\_

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**How:** \_\_\_\_\_

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**Why:** \_\_\_\_\_

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**Your Bullet Point:** \_\_\_\_\_

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Once you have your bullet points drafted, read on to learn how to tailor your resume to a specific position.

# Action Verbs

Using varied, strong action verbs helps grab the attention of the reader by demonstrating your unique contributions and capacity for leadership. The list below includes some of the top skills employers look for in candidate resumes, according to surveys from the National Association of Colleges and Employers.

## Administrative

arrange  
assemble  
catalogue  
collect  
compile  
complete  
correspond  
distribute  
enter  
file  
gather  
process  
record  
reserve  
review  
revise  
schedule  
streamline  
submit  
supply  
update

## Collaboration

align  
bridge  
collaborate  
confer  
cooperate  
coordinate  
facilitate  
liaise  
mediate  
partner  
unite

## Communication

advertise  
author  
co-author  
connect  
contract  
correspond  
draft  
edit  
negotiate  
persuade

present  
promote  
publicize  
publish  
recruit  
report  
represent  
revise  
sell  
translate  
write

## Creativity & Innovation

act  
choreograph  
compose  
conceive  
customize  
design  
found  
improvise  
inaugurate  
initiate  
innovate  
invent  
launch  
originate  
perform  
pioneer  
prompt  
propose  
recommend  
redesign  
revamp  
shape  
transform

## Financial & Quantitative Skills

adjust  
allocate  
analyze  
audit  
average

balance  
budget  
calculate  
compute  
estimate  
forecast  
increase  
measure  
process  
project  
purchase  
quantify  
reconcile

## Helping Skills

advise  
advocate  
aid  
coach  
contribute  
counsel  
ensure  
guide  
motivate  
provide  
refer  
resolve  
support  
volunteer

## Mechanical & Technical Skills

assemble  
build  
code  
construct  
convert  
debug  
design  
develop  
document  
engineer  
fabricate

install  
maintain  
operate  
program  
repair  
restore  
test  
troubleshoot  
upgrade

## Organization

allocate  
appoint  
arrange  
centralize  
consolidate  
delegate  
deliver  
direct  
lead  
outline  
plan  
reorganize  
spearhead  
structure  
systematize

## Problem-Solving

augment  
consolidate  
correct  
diagnose  
expand  
improve  
modify  
optimize  
prioritize  
reduce  
remedy  
restructure  
solve  
strategize  
surpassed  
unify

## Research & Analysis

analyze  
access  
chart  
conduct  
dissect  
evaluate  
examine  
explore  
identify  
inspect  
interpret  
investigate  
monitor  
observe  
predict  
probe  
prove  
research  
scrutinize  
study  
summarize  
survey  
synthesize  
trace

## Teaching Skills

clarify  
demonstrate  
empower  
encourage  
evaluate  
explain  
facilitate  
focus  
foster  
inform  
instruct  
reinforce  
simplify  
stimulate  
strengthen  
teach  
train  
tutor

# Linking Your Resume to a Job Description

Tailoring your resume helps the employer easily connect your relevant qualifications to the job in question.

It can be helpful to start your tailoring process with a specific job posting in mind. If you’re applying for different types of positions across varying industries or job functions, you may find that you’ll have to create more than one version of your resume. However, once you’ve tailored a resume, you can use it as a jumping-off point for other similar opportunities.

On the next page, you’ll see a sample resume tailored to a specific job description. In the cover letter section, you can find a cover letter tailored to the same posting.

## ACTIVITY: TAILORING YOUR RESUME

Find a job posting that interests you. You may want to print it out so you can write on it.

### Analyzing the Job Description

Your first step when tailoring your resume is to identify key information in the job posting that helps you connect your experience with the opportunity.

First, collect this basic information:

**What industry is it in?**

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**What is the job title?**

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This information will help you generate search filters and keywords to use to find other similar opportunities.

> **TIP:** Not sure what the difference between an industry and job function is? Check out page 14 of the Explore section.

Next, in the left-hand column below, jot down the main skills and qualifications required for the role. You’ll likely find this information in the job posting in sections like “Description of the Role,” “Responsibilities,” and “Qualifications.”

Main Responsibilities, Skills, and Qualifications	My Related Experiences

continued on the next page...


## Linking Your Experiences to the Job Description

Which of your experiences connect to each of these responsibilities, skills, or qualifications?

In the right-hand column, jot down your relevant experiences, projects, responsibilities, or accomplishments that you can use as evidence. If you've printed the job posting, you can also write this down next to the relevant parts of the description.

## Steps for Tailoring Your Resume

Take your notes from the right-hand column and notice how this evidence appears on your resume. If you don't clearly see evidence of relevant skills and experiences, how might you incorporate it?

When tailoring, we recommend tackling the big picture first and then addressing the details. Working through each of these questions one at a time can help you structure your tailoring process:

### Structure and Organization:

1. Will renaming or reorganizing the sections give more weight to your most relevant examples?
2. Will reordering the bullet points make your most relevant examples stand out within an experience?

### Content:

1. Do you want to expand on a relevant example to describe it in greater detail? Are there elements of a given experience that you might consider cutting?
2. Can you reorder the wording within bullet points to make the most important information appear at the beginning?
3. Can you revise your word choice to incorporate keywords from the job description?

After you've tailored your resume, reread and revise using our Resume Revision Checklist on page 30.

# Job Description Example

**Employer:** NAS Media

**Role:** Career Development Program

Job postings usually start with **the basics**: employer name and job title. Paying attention to the job title may help you find other similar positions.

**Company Description:** NAS Media is one of the world's leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience.

**Company descriptions** show you what the company does. You'll also often learn about the company mission or values, as well as industry-specific language.

**Location:** NY and LA

**Deadline:** Spring, End of May start date

Job postings may have a concrete or a rolling **deadline**. If unclear, apply as soon as you have your materials ready.

**Job Description:** The NAS Media Career Development Program is the premier early career development experience in media. Career Development Program associates, CDPs, are the gold standard and most recognizable employees across NAS Media. This 12-month rotational experience will expose CDPs to several areas of our business, ensuring that they graduate as well-rounded, future media leaders.

Note the **adjectives** in a job posting: they'll reveal how an organization sees itself and what qualities it values in employees.

## Responsibilities:

NAS Media CDPs in both NY and LA can expect:

- An immersive 3-week on-boarding & orientation experience
- A 3-month Ambassador Experience in which you'll lead tours of NAS Media to visitors
- Rotations through at least 3 unique hands-on assignments within categories of Business, Consumer, and Content:
  - To support the operations of our global motion picture and television production and distribution, merchandising, and licensing teams
  - To support our marketing and branding teams by compiling and distributing daily press clippings, conducting marketing analysis and research, drafting and editing press releases, and helping prepare for events and screenings
  - To support our development and acquisitions teams by conducting research for projects in development, reading scripts and writing coverage, and providing ideas for other creative opportunities the team may not be aware of
- Regular learning, development, and feedback opportunities in a shared cohort experience and supportive community of peers and company employees

A job description, like a resume, is a **marketing document**. You may notice that the company is trying to persuade you that this opportunity is great. Reflect on the aspects of the job that appeal to you.

## Qualifications:

### Required:

- Minimum 3.2 cumulative GPA
- Bachelor's Degree
- At least 1 internship, outside of work on campus
- Must be able to work a minimum of 6 days a week in NY / 5 days per week in LA
- Interested candidates must complete the full application through [www.nasmedia.com](http://www.nasmedia.com).

Job descriptions can give you a feel for the **day-to-day structure** of a position. Assess whether this aligns with your priorities.

### Preferred:

- Possess a strong desire to pursue a career in media at NAS Media
- Are curious and informed citizens of the media industry
- Have demonstrated commitment and initiative in college, community or on-the-job
- Have an interest in learning and continuing to develop their strengths, both personally and professionally
- Possess excellent communication skills and a strong executive presence

Employers want to see that you're **interested** and **engaged** in their industry and work.

Job descriptions highlight the **specific skills and qualities** employers are seeking from candidates. As you read through, reflect on when and how you've developed the skills in question.

# Creating a Summary/Profile Statement for Career Changers

A career summary or profile may be helpful to include on your resume, particularly if you have an eclectic background, have several years of experience, or are in the process of changing careers. This brief statement at the top of your resume is essentially a summary or snapshot that highlights your skills, experience, accomplishments, knowledge, and/or education. It also gives you a chance to connect your background with a position or field. A summary is not necessary if you are a current student or recent graduate with a background that directly connects with your target industry.

General guidelines: A summary is short, approximately two to five phrases and written in paragraph or bulleted form. The title can be: Summary of Qualifications, Career Profile, Career Highlights, Professional Summary, or just Summary or Profile. See several examples on the next page.

## ACTIVITY: SUMMARY STATEMENT

To help determine what to highlight in your summary, research positions of interest and write a list of the requirements and qualifications. Next, assess your skills and experience. How does your background and experience align with the qualifications outlined in the job description? Select skills, experience, accomplishments, knowledge, and education that you'd like to showcase and write them below. Remember, keep your profile concise; prioritize points that appear to be most important to each employer.

### Skills/experience/accomplishments/knowledge/education to include in summary statement:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

### Next, draft a few phrases that summarize items you listed above, perhaps starting with some of the following phrases:

Experience in...  
Strengths include...  
Proven track record for...

Adept at...  
Recognized for...  
Key skills include...

Demonstrated achievement in...  
Ability to...

- |          |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |

Now write a sentence describing your "professional role," which will be the opening line in your profile. Some examples are:

Successful communications professional with experience in...(substitute communications with your own field)  
Accomplished Marketing Executive...  
Experienced professional completing a Master of Arts degree in...

Professional Role: \_\_\_\_\_  
\_\_\_\_\_

Finally, put all the sentences together and edit for a clean, concise, and compelling summary/profile statement.



## Examples:

### Career Profile

Creative, mission-driven professional with eight years of corporate marketing and training experience seeking position in nonprofit organization leveraging fund-raising and program development skills. Recognized for ability to develop strong relationships and plan strategically. Strengths include:

- Leadership
- Marketing
- Training
- Time Management
- Relationship Building
- Public Speaking

### Profile

Results-oriented professional with solid academic preparation holding a Juris Doctor degree and extensive experience in intelligence and special operations seeks position in risk management. Proven ability to assess and manage complex obstacles; viewed as a strong troubleshooter. Successful in intense and demanding environments, providing decisive team leadership and structure with a track record of motivating and developing team members. Willing to relocate.

### Summary

- Publishing executive with multifaceted background encompassing international licensing and brand management
- Developed special-ties in editorial planning, global marketing strategy, and design
- Managed multiple projects simultaneously and efficiently by overseeing the daily operations of 17 magazine titles worldwide
- Proven ability to develop strong relationships across cultures and to provide decisive team leadership in a fast-paced environment

## Working with Employment Gaps

Many people have periods of time during their careers when they are not working for a variety of reasons, including losing a job, studying, taking care of family, tending to health issues, or taking a break. Employers may question employment gaps and we encourage you to address them in your job application. Here are a few ways to positively manage gaps on your application materials:

1. Drop the months from your employment dates on your resume and just use years, e.g., 2012–2014 *instead of* May 2012 to February 2014.
2. Consider a summary statement (see page 28) on your resume to help the employer focus on your skills instead of time away from the workplace.
3. Group your work experience on your resume into categories, such as “Marketing Experience” and “Training Experience,” which will help downplay gaps.
4. Include any other related experience you may have gained during your time out of the workforce, such as volunteer work, projects (even if independent ones), professional development courses, certifications, or involvement in professional associations.
5. Address your time out of the workforce in your cover letter, e.g.,  
*...Following this work experience, I devoted myself to volunteer work outside of the legal profession. These volunteer experiences have given me an opportunity to take on a high level of responsibility in leadership positions, helping me to hone critical skills, including management, leadership, and teamwork. This work has been rewarding, and I am excited and ready to return to a career in \_\_\_\_\_.*

You can state something similar during a job interview—see page 69 for addressing employment gaps in interviews.

# Your Resume Checklist

Put time into polishing your resume and making sure it represents you and your professional abilities in the best light.

**Check for these components as you revise and polish your resume.**

## Format

- ☐ At first glance, is the resume easy-to-read?
- ☐ Are the margins even and not too narrow/too wide?
- ☐ Is the font size legible and font type consistent?
- ☐ Are you using consistent headings, boldface/italicizing, punctuation and spacing?
- ☐ Are you consistent in displaying dates (e.g., consistently abbreviating or writing out months)?
- ☐ Is there enough white space on your resume?

## Organization

- ☐ Are your experiences organized under clear section headings?
  - ☐ If you used a chronological resume format, are your experiences listed in reverse chronological order (starting with the most recent and continuing back in the past) under each section header?
  - ☐ Will the organization you've used (section headings, order of sections, order of bullet points) help the employer easily identify your most relevant experiences and skills for this role?
- Did you omit a "References" section? List references on a separate sheet if requested.

## Content

- Did you include your name, phone number, email, and links to any relevant social media (e.g., LinkedIn), portfolios, personal websites, or examples of your work (e.g., github)?
- ☐ Did you remove any first person pronouns, such as "I" and "we"?
  - ☐ Do your bullet points start with a strong action verb?
  - ☐ Did you use the present tense (for current positions/responsibilities) and past tense (completed positions/responsibilities) for your action verbs?
  - ☐ Do your bullet points address what you did, how you did it, and why you did it/the measurable impact of your work?
  - ☐ Did you quantify and specify the scope of your work where possible?
  - ☐ Do your bullet points showcase your transferable skills and technical tools in action (e.g., Are any technical skills listed under your Skills section also integrated into your bullet points?)
  - ☐ Did you tailor your resume to incorporate keywords from the job descriptions? Some employers use applicant tracking systems (ATS) to scan resume and cover letters for keywords found in their job descriptions and used in the industry.
  - ☐ Did you avoid abbreviations (exception for state names) and jargon that your reader may not understand?
  - ☐ Have you reviewed it multiple times to catch typos and inconsistencies?

# Resume Example

## Michael Mason

000 Lerner Hall, New York, NY 10027  
mm000@columbia.edu • 212-555-5555

### EDUCATION

**Columbia University, Columbia College**, New York, NY Expected May 2023  
*Bachelor of Arts*

**Boston High School**, Boston, MA May 2016

### HONORS

Columbia University Kluge Scholar (Four Year Scholarship)  
National Honor Society (2016–2019)  
Harvard Book Award (2018)

### EXPERIENCE

**Boston University Medical Center**, Boston, MA Jan. 2017–Feb. 2019  
*Medical Volunteer, Neural Connections*

- Organized patient recreational activities including memory and card games as well as hand-eye coordination exercises
- Liaised with patients to provide emotional support and aid with mobilization and mealtime assistance for an average of 10 patients per shift
- Interacted with patients of all ages with neurological conditions including brain tumors, epilepsy, multiple sclerosis, Parkinson's disease, and stroke

**Joe's Bagels**, Brookline, Nov. 2017–Sept. 2018  
*Cashier and Sales Associate*

- Operated cash register by totaling bills, receiving payments, and distributing receipts
- Provided fast, efficient, and courteous service to all customers
- Ensured adequate supplies of change and correct amount of money at ends of shifts for proper reconciliation

### LEADERSHIP

**Columbia University, NCAA Division I Varsity Football Team**, New York, NY Sept. 2019–Present  
*Defensive Back, Linebacker*

- Dedicate 40 hours per week to practice, conditioning, competition, and team meetings
- Volunteer at community organizations including local schools, homeless shelters, and sports camps

**Boston High School Student Paper**, Boston, MA Dec. 2017–Mar. 2019  
*Editor-in-Chief, Feature Writer*

- Managed 35-person team, including training 20 new staff in reporting, editing, and production workflow, as well as organizing and leading weekly meetings to assign stories
- Identified and pitched potential feature stories on student and administration issues
- Edited final drafts of stories to accord with house style; performed final fact-checking
- Restructured the existing system of submission, revision, and publication, improving feedback process and ensuring quality control over final publication

### ACTIVITIES

**Columbia University Black Student Organization**, Member Sept. 2019–Present  
**Columbia University College Democrats**, Member Sept. 2019–Present  
**First-Generation Low-Income Partnership (FLIP)**, Member

### SKILLS

**Computer:** Microsoft (Word, Excel, PowerPoint), Adobe (Photoshop, InDesign)  
**Language:** Intermediate Spanish

# Resume Example

## Devin Jones

0000 Lerner Hall, 2920 Broadway, New York, NY 10027  
(917) 123-4567 | dj9876@columbia.edu

### EDUCATION

**Columbia University, The Fu Foundation School of Engineering and Applied Science** New York, NY – May 2020  
*Bachelor of Science – Civil Engineering (Concentration: Construction Management), Architecture Minor, GPA: 3.3*  
*Relevant Coursework:* Computer-Aided Structural Design, Principles of Construction Techniques, Dynamics and Vibrations, Fluid Mechanics, Mechanics of Solids, Urban Infrastructure Systems, Architecture Design Studio

### SKILLS

*Design:* AutoCAD, Architectural Desktop 2020, Maya 3-D Animation, SAP2000  
*Computer:* Microsoft Office: Word, Excel, Publisher, PowerPoint, MATLAB, ArcGIS Mapping, Adobe Photoshop  
*Language:* Korean (conversational), Japanese (conversational)

### ENGINEERING EXPERIENCE

**Walt Disney/ABC Television Group** New York, NY  
*Facilities & Infrastructure Systems Management Intern* June 2019 – August 2019

- Ensured facilities were operated and maintained through demand and preventative maintenance, contract and vendor management, life cycle management of assets, and project and financial management of capital projects
- Collaborated with a team of 3 to manage the design and construction phases of chiller installment and sidewalk replacement projects

**Martin Horn Inc.** Charlottesville, VA  
*Construction Management Intern* May 2018 – July 2018

- Aided Construction Superintendent on \$8 million major renovation project at South Slaughter Hall of UVA
- Facilitated communication between contractor, subcontractors, architects, specialists, and laborers by completing progress reports, updating change orders, plan changes, and RFI's
- Interpreted and explained plans, contracts, and technical information to workers to support Construction Superintendent
- Instructed, supervised, and coordinated on-site construction operations of subcontractors and laborers

### ENGINEERING PROJECTS

**Engineers Without Borders – Morocco, Columbia University Chapter** New York, NY and Ait Bayoud, Morocco  
*Project Team Lead, Design Team Lead* December 2016 – Present

- Oversee all engineering aspects of implementing a 225 ft suspended footbridge including: research, design, resourcing, logistics, and construction
- Compiled the technical portion of 70-page report on implementing bridge in rural Morocco
- Inspect existing bridge conditions, survey for a new bridge site, and personally design a decking implementation system to overcome feasibility problems
- Lead team of 6 students to brainstorm, research, and design an innovative wooden deck, synthetic-cable footbridge

**AISC-ASCE Student Steel Bridge Competition, Columbia University Chapter** New York, NY  
*Team Member (Designer and Constructor)* September 2018 – Present

- Designed a 17 ft steel truss bridge using SAP2000 to construct in the spring for the annual competition in April 2016
- Fabricate bridge members in Columbia's Carleton Laboratory and aid in the construction and improvement of the bridge

**Architecture, Construction, Engineer (ACE) Mentor Program** Charlottesville, VA  
*Team Member (Designer)* January 2015 – May 2015

- Used AutoCAD among team members to design a hypothetical, multi-purpose, 10-story building in Charlottesville

### ACTIVITIES

**The Society of Women Engineers, Marketing Committee**, New York, NY September 2018 – Present

- Manage social media content on Facebook and Instagram to promote events and engineering news
- Recruit speakers for annual Columbia Women in Engineering conference and market the event to students through social media; increased attendance by 50% over previous year

# Resume Example

## BRENDAN WEAVER

549 Riverside Drive, New York, NY 10025 • (212) 716-0964 • bdw102@columbia.edu

### EDUCATION:

**Columbia University**, School of General Studies, New York, NY

*Bachelor of Arts in Political Science*, GPA: 3.4/4.0

Expected May 2020

Related Coursework: Strategy Formulation, Leadership in Organization, Constitutional Law: Presidential-Congressional Relations, Strategic Intelligence/Political Decision Making

### EXPERIENCE:

**NBC Universal**, *Business Development Intern*, NBC News, New York, NY

2019-Present

- Develop presentations for news correspondents by conducting research on business consultants providing Hostile Environment Training to journalists broadcasting from dangerous locations
- Supervise and maintain news correspondents' training schedules to ensure successful completion of instructional program
- Coordinate and manage NBC Universal's veteran affinity group events and conferences to strengthen membership base

**The New York Times "At War" Blog**, *Contributor*, New York, NY

2018-Present

- Write about experiences and life lessons while serving in the US Army and its role in furthering education

**US Army, Airborne Infantry**

*Squad Leader in Alpha Company, 1/69th Infantry, New York National Guard*, New York, NY

2014-2015

- Managed and trained a 9-person infantry unit in basic military skills in preparation for possible worldwide deployment
- Instructed over 500 soldiers in media relations during unit's annual summer training

*Training Room Noncommissioned Officer in Charge*, Ft. Richardson, AK; Combat Outpost, Afghanistan 2013-2014

- Supervised a team of 2 in charge of personnel and communication matters in a 90-person company
- Organized company's paperwork and records ensuring that all files were properly distributed and completed

*Charlie Troop Air Noncommissioned Officer in Charge*, Combat Outpost, Afghanistan

2012-2013

- Arranged helicopter assets coming into combat outpost to resupply unit and airlift personnel to other locations
- Aided helicopter crews and supervised personnel in downloading all military equipment, supplies, and passengers into and out of a combat zone

*Airborne Infantryman, C TRP 1-40 Cavalry, Airborne*, Ft. Richardson, AK; Baghdad, Iraq

2009-2012

- Deployed to Operation Iraqi Freedom from October 2010 to November 2011 as grenadier in a 20-person Scout Reconnaissance Platoon accomplishing an estimated 200 combat missions
- Served time as a team leader in charge of 2 additional individuals while in Iraq

### LEADERSHIP ACTIVITIES:

**Columbia University, Military Veterans Club**, New York, NY

*Vice President*

2018-Present

- Created and implemented the "Veteran Career Initiative" at Columbia, which included 3 skill-building workshops, 10 employer presentations with a networking component, and 15 recruiting events

**Community Service Chair**, New York, NY

2016-2017

- Communicated with local service organizations to develop outreach opportunities for the organization's membership
- Coordinated community service involvement including clothing drives, homeless shelter visits, and tutoring for middle school-aged children from disadvantaged backgrounds

### VOLUNTEER EXPERIENCE:

**East Bronx Futures Academy**, New York, NY

2016-Present

*Volunteer*

- Coach and prepare local teenagers for SAT, ACT, and TACHS examinations
- Design and teach individualized science curriculum to a group of 20 high school students

### SKILLS & INTERESTS:

*Skills*: Spanish fluency; Proficient in Microsoft Word, Excel, PowerPoint, Outlook

*Interests*: Distance running, biographical and geopolitical literature, and editing Wikipedia articles

# Resume Example

## LOUIS CABRERA

1111 Lerner Hall, 2920 Broadway New York, NY 10027  
212-456-7890 • lc1234@columbia.edu

### EDUCATION

**Columbia University, Columbia College** New York, NY  
Bachelor of Arts in Mathematics | Dean's List (4 semesters), GPA 3.3 May 2021  
*Relevant Coursework:* Mathematics of Finance, Financial Accounting, Macroeconomics, Microeconomics, Statistics

### RELEVANT EXPERIENCE

**Credit Suisse Investment Banking Division Case Competition** New York, NY  
*2nd Place Prize Winner* Sep. – Dec. 2019

- Analyzed impact of three potential acquisitions for retailer Ralph Lauren under debt/equity financing scenarios
- Performed pro forma valuation of Ralph Lauren in Excel, using discounted cash flow (DCF), comparable public company, and precedent transaction methodologies
- Presented conclusion of analyses and final recommendation to senior Credit Suisse investment bankers

**East End Advisors** New York, NY  
*Research Assistant* Jun. – Aug. 2019

- Created quarterly performance reports for portfolios of hedge fund's high-net-worth clients: synthesized and visualized key performance metrics, drafted reports
- Prepared monthly balance sheets of hedge funds for investment analysis, delivered to portfolio managers
- Proposed and implemented new database system of investment reports to improve workflow efficiency

**Steven Cabrera, C.P.A., P.C.** White Plains, NY  
*Administrative Assistant* May – Aug. 2018

- Developed and maintained database of client contact and payment information using Microsoft Access
- Organized schedules and documents, responded to phone inquiries to support office operations

### LEADERSHIP EXPERIENCE

**Columbia Financial Investment Group (CFIG)** New York, NY  
*Business Relations Coordinator* Jan. 2019 – Present

- Collaborate with a team of 10 to trade a virtual portfolio of stocks and options, forecast market moves, and evaluate potential trades; achieved 10% increase in rate of return from previous year
- Develop and grow relationships with investment banks, hedge funds, and wealth management firms for programming and recruitment
- Compile and present news reports on emerging markets and propose relevant trades at weekly membership meetings

**Columbia University: Office of Residential Programs** New York, NY  
*Resident Adviser* Sep. 2018 – Present

- Promote intellectual and interpersonal growth for undergraduate residents via community development, peer mentorship, and event organization, including educational and community outreach programs
- Resolve time-sensitive resident issues by liaising with university administrators and offices, both when on- and off-duty

**Sabor Latin Dance Troupe, Columbia University** New York, NY  
*Vice President and Dance Performer* Aug. 2017 – Present

- Advise president on performance proposals, community initiatives, and future direction for team of 15
- Ensure proper budget spending with the help of the treasurer and partake in financial decisions
- Negotiate with university administration on space and logistics for performance events and rehearsals
- Organize and perform in annual university-wide show; raised \$2,333 in revenue for a city-wide service project

### SKILLS AND INTERESTS

**Computer:** Microsoft Excel, PowerPoint, Word; STATA

**Language:** Fluent in Spanish

**Interests:** Latin American Literature, Partner Dancing, Premier League Soccer

# Resume Example

## NAJA A. KABIR

000 West 110th Street, New York, NY 10025 • (212) 555-1234 • nak001@columbia.edu

### EDUCATION

#### Dual Bachelor of Arts Degree Program

Expected May 2020

Columbia University, School of General Studies, New York, NY

Bachelor of Arts, Middle Eastern, South Asian, and African Studies, GPA: 3.9; Dean's List, Honor Society, Phi Beta Kappa

#### Sciences Po Paris, Paris, France

Bachelor of Arts, Social Sciences; Middle East and Mediterranean Program with focus on Economics, Summa Cum Laude

### RELEVANT EXPERIENCE

#### Wamda Research Lab, Amman, Jordan

June 2019—August 2019

Research Fellow

- Conducted research through personal interviews and literature review in support of the first major study of entrepreneurship in the healthcare information and technology sector in the Middle East and North Africa region
- Enhanced cultural competency, professional communication skills, and industry knowledge on biotechnology through workshops and mentoring
- Presented on internship experience to 15 peers as a Tamer Center for Social Enterprise Summer Fellow

#### Arab-American Family Support Center, Queens, NY

January 2019—May 2019

Academic Exchange Fellow

- Tutored recent immigrants of secondary school age in high school subjects and test preparation to empower them with the necessary tools for academic success
- Discussed current events in Arabic to strengthen Arabic language skills and improve speaking and listening ability

#### Critical Language Scholarship, sponsored by the US State Department, Rabat, Morocco

June 2016—July 2016

International Language Scholar

- Completed an 8-week Arabic language program in Modern Standard Arabic at AMIDEAST in Rabat, Morocco
- Engaged in cultural activities, learned basic Moroccan Colloquial Arabic, and lived with Moroccan host family

### ADDITIONAL EXPERIENCE

#### Hackley School Alumni and Development Office, Detroit, MI

May 2017—July 2019

Intern

- Managed and executed alumni communications strategy by preparing mailings, developing online newsletter content, and proofreading publications
- Identified and tracked alumni groups for outreach using fundraising database software Raiser's Edge and Excel to maximize development efforts
- Maintained social media presence for alumni community by class year, on Facebook and LinkedIn

#### Community Impact, Student Health Outreach, Columbia University, New York, NY

September 2018—May 2019

Student Teacher

- Taught nutrition curriculum to sixth grade class at Mott Hall School and introduced students to nutrition concepts including the food groups, serving sizes, diet-related diseases, and the importance of exercise during weekly classes
- Developed and improved nutrition curriculum and class materials during weekly meetings with other student-teachers

#### Columbia University Women's Rugby Football Club, New York, NY

September 2018—May 2019

Player, Fundraising Chair (December 2018—December 2018)

- Played as a forward at lock position and improved communication, teamwork, and leadership skills
- Planned and organized monthly fundraising events as the team's Fundraising Chair
- Strategized team goals and guided team's direction as a member of Elected Board

### SKILLS

**Computer:** Microsoft Word, Excel, Powerpoint, Outlook

**Languages:** Arabic (Certified by American Council on the Teaching of Foreign Languages in 2015; Jordanian (Basic); Moroccan Colloquial Arabic Dialects (Basic); French (Proficient)



# Resume Example

## **PAT HENDRICKS**

1 W. 72nd Street, New York, NY 10022 • (212) 111-1111 • prh908@columbia.edu

### **SUMMARY:**

Nimble and creative team player with 12+ years of experience in training, operations, and events. Proven track record of building and maintaining client relationships, delivering superior customer service, and motivating diverse teams. Excels in fast-paced environments. Seeking positions in human resources, bridging knowledge of entertainment and hospitality.

### **EDUCATION:**

**Columbia University, School of General Studies**, New York, NY

Expected May 2019

Bachelor of Arts in Psychology

Relevant Coursework: Mind, Brain, & Behavior; Social & Organizational Psychology; Social Development

**Community College of Atlanta**, Atlanta, GA

2015–2016

Honors: Dean's List (four semesters), Phi Theta Kappa

### **RELEVANT EXPERIENCE:**

**Entertainer**, Atlanta, GA | New York, NY

2009–Present

*Singer/Songwriter/Multi-instrumentalist*

- Liaise and negotiate with venue owners and booking agents to schedule approx. two events per month
- Collaborate on events with other musicians, from organization to execution; coordinate booking, transit, and equipment set-up and break-down; operate soundboard; provide musical accompaniment
- Market shows by creating flyers and social media posts; conduct outreach to local businesses for promotion
- Maintain a consistent rehearsal schedule, between six to ten hours per week
- Recorded two full-length EP's at Atlanta Studios

**The Prime Rib of Atlanta**, Atlanta, GA

2009–2017

*Bartender and Server Captain*

- Trained and mentored new hires in professionalism, guest relations, and point-of-sale system, in one-on-one and small group settings
- Managed staff of 12 servers, ensuring a consistent and superior customer service while remaining poised under pressure in a fast-paced, high-end setting
- Compiled and managed receipts and paperwork nightly, facilitating accurate financial record-keeping
- Established rapport with guests; provided tailored recommendations based on culinary knowledge
- Dedicated 40 hours per week while maintaining full-time enrollment and 3.8 GPA in college

### **ADDITIONAL EXPERIENCE:**

**Columbia Bartending Agency**, New York, NY

2017–Present

*Bartender*

- Prepare and serve comprehensive beverage selection at 30 to 200+ person events, at private homes, event venues, hotels, and membership clubs
- Develop tailored beverage menus in collaboration with clients
- Track, organize, and maintain accurate inventory, reporting back to client
- Achieved outstanding reviews for excellent customer service and in-depth mixology knowledge

**The Shipwreck Grille**, Hoboken, NJ

2008–2009

*Server*

- Trained in and executed exemplary customer service within fine dining atmosphere
- Recognized for elevating overall service of staff and going above and beyond in role

### **ACTIVITIES:**

**GS Alliance**, Member, Columbia University

2017–Present

**Student L.E.A.D.S.**, Member, Columbia University

2016–2017

### **SKILLS & INTERESTS:**

*Skills:* Proficient in MS Office (Word, Excel), social media (Instagram, Facebook, YouTube, Twitter); intermediate Spanish

*Interests:* personality assessments, rock history, road-trip mixtapes, how-to recipe videos



# Resume Example

Joseph Alan Kempner

0101 Lerner Hall, New York, NY 10027  
jak917@columbia.edu | 642-555-0000  
www.josephalankempner.com

## EDUCATION

**Columbia University, Columbia College**  
BA in English, 3.4 GPA

New York, NY  
May 2020

**New York University, Tisch School of the Arts**  
Summer Filmmaker's Workshop

New York, NY  
July 2015 – Aug. 2015

## PROFESSIONAL EXPERIENCE

**Brooklyn Small Business Development Center**  
**Administrative Intern**

Brooklyn, NY  
May 2018 – May 2019

- Maintained primary calendar for office and scheduled consultations between entrepreneurs and business advisors for coaching services.
- Processed expenses, documented event attendance, prepared physical materials, and reserved space to contribute to Center's efficiency.
- Grew Facebook and Instagram presence, prepared email campaigns distributed to 5,000+ subscribers, and updated website to improve Center's marketing initiatives.
- Implemented center's first self-scheduling system, reducing administrative time spent on scheduling by 50%.
- Developed crowdfunding campaigns with clients to help support business plans.

**Foresters Financial**  
**Intern to Senior Financial Services Representative**

Edison, NJ  
May 2017 – Sept. 2017

- Prospected clients for representative by conducting strategic outreach via phone, mail and informational events.
- Coordinated health fair featuring 17 wellness groups to engage 50+ population of Hudson County, NJ.
- Secured funding for and organized assembly of 200 school supply packages for charitable distribution.

**Office of Undergraduate Student Life, Columbia University**  
**Social Programmer for New Student Orientation Program**

New York, NY  
Feb. 2017 – Aug. 2017

- Developed, coordinated and supervised social events for 2,000+ incoming students, including performances, information sessions, tours and a dance party at the Intrepid Sea, Air & Space Museum.
- Supported recruitment and training of 200 orientation leaders and crew chiefs to provide seamless program for incoming students.

## EXTRACURRICULARS

**Latenite Theatre, Columbia University**  
**President**

New York, NY  
May 2018 – Present

- Oversee nine-member executive board and a troupe of 45+ members throughout performance cycle.
- Calendar performances, arrange use of facilities, and work with administrative bodies to ensure group compliance.
- Lead rehearsals, plan recruitment events and cultivate diverse community with passion for creative experimentation.
- Productions: *Bohem10n Rhap20dy*, Actor (Spring 2019); *Late Night at Madame Sequester's*, Writer/Actor (Spring 2018); *The Affair of Weathersby Castle*, Co-Director (Fall 2017); *Peter Peter Pumpkin-Eater*, Co-Director (Spring 2017)

**Undergraduate Recruitment Committee, Columbia University**  
**Student Admissions Volunteer**

New York, NY Dec.  
2016 – Present

- Lead campus tours, speak on informational panels, and conduct prospective student interviews.

## ADDITIONAL PRODUCTIONS

**CENTO**  
**Unweaving the Core**  
**The Morning Show Producer**

Director  
Athena, Narcissus, Suitor  
Stage Manager

Columbia University Performing Arts League  
Columbia University Center for the Core Curriculum  
Chicago Public High School

## SKILLS

**Creative Software:** Adobe (Premiere, After Effects, Photoshop), Final Cut Pro, Final Cut Express, iMovie

**Productivity Software:** Microsoft (Word, PowerPoint, Excel, Outlook), Apple Pages, Google Docs

**Web:** Facebook, Twitter, Drupal, Constant Contact, Hootsuite, HTML (basic)

**Languages:** Proficient in Spanish & French

## Elizabeth Lee

(212) 555-0649 || Liza.Lee@columbia.edu || 70 Morningside Drive, #2948, New York, NY 10027

### EDUCATION

**Columbia University**, Columbia College

New York, NY  
May 2019

- Bachelor of Arts in Philosophy
- Cumulative GPA: **3.82/4.00**; SAT: 2330 (800 Math, 730 Verbal), 99th percentile
- Honors: Columbia Core Curriculum Scholar, 3rd Place in Oliver Wyman Case Competition, Dean's List All Semesters

### PROFESSIONAL EXPERIENCE

**Kaiser Associates** (Global strategy & management consulting firm serving Fortune 500 clients)

Washington, D.C.

*Summer Associate Consultant*

June 2018 – August 2018

- Benchmarked pricing strategies for Fortune 100 construction equipment manufacturer
- Conducted 20+ primary interviews with equipment dealers to research prices, and analyzed 500+ quotes via Excel
- Collaborated with Senior Consultants & Manager to create and present final deliverable to clients via PowerPoint
- Researched feminine care product innovation in China, synthesized findings and reported to VP in order to pitch a new engagement proposal to a multinational consumer goods corporation; the new project will start in October
- Reformulated revenue projection model for Top 2 U.S. telecommunication firm by synthesizing quantitative and qualitative information via Excel; created presentation deck for firm-wide conference

**Asia Society** (International non-profit organization with \$100+ million in assets)

Hong Kong

*Strategic Development Intern*

June 2017 – August 2017

- Negotiated with Japanese Consulate General, All Nippon Airways (ANA), and Peninsula Hotel etc., to seek sponsorship for 180-person banquet promoting Japanese culinary culture
- Secured 75% discounted air tickets from ANA by presenting detailed sponsorship tiers and benefits
- Identified and interviewed two Japan-based food-shipping companies to supply for banquet and decide on budget
- Led team of three interns to conduct market research and pitch ticket sale methods to Strategic Development Team for two 350-people concerts in November; sold 280 tickets in September pre-sale period
- Composed 40-page proposal with \$128,000 budget for exhibition series; presented to potential sponsors

**Dearest, Inc.** (Childcare start-up serving 200+ families in New York)

New York, NY

*Business Development Intern*

January 2017 – May 2017

- Researched competitor landscape in \$4.7 billion NY State child care industry to determine differentiation strategies; formulated analyses on industry competition to gauge company standing, presented by CEO to investors
- Collaborated with designers to create developmental milestones charts
- Wrote one 500-word article per week on education-related topics with 100+ readers per article on Dearest's website

### LEADERSHIP & INVOLVEMENT

**Symposium Summer Teaching Fellowship sponsored by Columbia University**

Beijing, China

*Symposium Fellow*

February 2018 – August 2018

- Selected from 50+ applicants to receive fellowship to teach humanities to high school and university students in Beijing
- Designed and taught 10-day curriculum on Rousseau to 15 high school and college students of diverse background

**Columbia Organization of Rising Entrepreneurs**

New York, NY

*Senior Advisor (formerly Business Head) of Entrepreneurship Publication "Impulse"*

October 2016 – August 2018

- Spearheaded marketing strategies and led team of 8 to analyze reader data, increasing readership size by ~20%
- Organized and moderated two 20-person round-table discussions with entrepreneurs, featured on impulse.coreatcu.com

**Oliver Wyman**

New York, NY

*Selected Participant in Women's Leadership Series*

February 2017 – April 2017

- Selected from 300+ applicants to participate in series of professional development and consulting case workshops
- Placed 3rd in Best Buy case competition among 29 participants

### SKILLS & INTERESTS

**Computer:** Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, Google AdWords

**Languages:** Mandarin (native), Cantonese (advanced), Japanese (intermediate)

**Interests:** Printmaking (apprenticed to master printer Kathy Caraccio in Jan. 2017), Half-marathons

## Abigail L. Carpentier

60 Morningside Drive, New York, NY 10027 | alc1111@columbia.edu | 234-456-6789 | <https://www.linkedin.com/alc1111>

### EDUCATION

**Columbia University**, Columbia College, New York, NY Expected May 2019  
Bachelor of Arts, Biology | GPA 3.6  
Relevant Coursework: Introductory Biology with lab, Organic Chemistry with lab, Biochemistry, Statistics

**University of Cambridge**, Newnham College, Cambridge, England, U.K. September 2017 – June 2018  
Columbia College Oxbridge Scholars Program

### RESEARCH & CLINICAL EXPERIENCE

**Lister Institute Summer Studentship** June 2018 – August 2018  
University of Cambridge Department of Pathology, Cambridge, England

- Investigated Vaccinia virus protein and mechanism by which it degrades host cell proteins in HEK293T and HeLa cells through immunoprecipitation, as part of team of 3 researchers
- Created and selected for single and double knock-out clones for genes of interest with CRISPR-cas9
- Presented results to 10-person lab and wrote report detailing findings used to further team's research

**Summer College Intensive Program** June 2017 – August 2017  
New York–Presbyterian Brooklyn Methodist Hospital, Brooklyn, NY

- Cared for 10–15 patients per shift in hematology/oncology unit through hourly rounds, fall prevention, and feeding; liaised with physicians and nurses to ensure quality of care
- Contributed to weekly discussion groups on cultural competency and public health issues to improve services provided to patients
- Accessed alumni mentorship and additional professional development through Columbia University's Science Technology Engineering Program

**Summer Undergraduate Research Fellowship** May 2016 – August 2016  
Columbia University Medical Center Department of Pathology and Cell Biology, New York, NY

- Researched communication of loss of mitochondrial DNA in *S. cerevisiae* in relation to G1/S checkpoint in cell cycle using Western blot assay to quantify phosphorylation
- Created and tested seven strains of yeast with deletions for specific proteins
- Presented research and final paper in lab meetings and at 4 science symposia

### EXTRACURRICULAR EXPERIENCE

**Teaching Assistant, Introductory Biology** - Columbia University September 2018 – May 2019

- Taught weekly recitation class of 15–20 students; led one-hour lecture, problem-solving session, and Q&A, reinforcing concepts covered by faculty; taught students one-on-one in weekly office hours
- Assessed student work by writing and grading quizzes, proctoring exams

**Peer Adviser - Office of Global Programs**, Columbia University September 2018 – May 2019

- Met with approximately 10 students weekly to facilitate targeted exploration of international programs
- Marketed and planned events for up to 50 students that promoted value of study abroad experience

**Crew Captain and Coxswain** - Newnham College Boat Club October 2017 – June 2018

- Led rowing and erg sessions 5–6 times per week for novice and senior boats, coxed several regattas

### SKILLS & INTERESTS

**Language & Computer Skills:** Proficient in French and Microsoft Office (Excel, PowerPoint, Word)

**Lab Skills:** gel electrophoresis, Western Blotting, cell culture, and CRISPR-Cas9

**Interests:** Violin, Marathon running (Brasher Place Recipient for London Marathon), Coming-of-age literature, Parkour

# Resume Example

## Lauren Bolton

E. lab8523@columbia.edu • M. (917) 100-2710  
www.linkedin/in/laurenameliaboltan

### EDUCATION

COLUMBIA UNIVERSITY – SCHOOL OF ENGINEERING & APPLIED SCIENCES

**Bachelor of Science in Computer Science**

New York, NY

Expected May 2021

GEORGIA STATE UNIVERSITY

**Move On When Ready – Joint Enrolled Student - President's List**

Atlanta, GA

2017 – 2018

### PROGRAMMING COURSES

- Data Structures in Java
- Introduction to Java
- Number Theory and Cryptography
- Fundamentals of Computer Science
- Advanced Programming
- Introduction to Python

### PROFESSIONAL EXPERIENCE

THE TAILORY

New York, NY

**Software Engineering Intern**

November 2018 – May 2019

- Designed, built and implemented a hand-held LCD asteroid game with a team of 4 using Raspberry Pi kits
- Debugged and troubleshooted codes and circuits to significantly reduce the amount of working time

SPECTATOR PUBLISHING COMPANY

New York, NY

**Data Analytics Associate**

September 2018 – December 2018

- Mined and analyzed website traffic data from Google Analytics and Facebook Insights in R
- Designed and automated weekly analytics report with R, Python, MailChimp API and Google Data Studio
- Performed data-driven UI/UX design for online journalism content of *Spectator* using A/B testing with Optimizely

### PROJECTS

COMPUTER-BASED ATM MACHINE

February 2019

- Designed user interface and implemented workflow amongst Windows forms using C# and .NET framework
- Implemented basic interactive input and output responses to assist team members in programming control flow

PROCRASTINATION STOPWATCH APP

August 2018

- Built and developed stopwatch app that allows users to know how much time they spent performing activities on their phone
- Implemented time delay functionality into the stopwatch app making use of the different activity life cycles

SCRABBLE GAME

July – August 2018

- Optimized functional word scrabble game in Python where players can compete against the computer

MOVIE MANAGER

July 2018

- Developed an Android app using fragments that allows users to view movie information such as ratings and showtimes
- Worked on outputting the program on an LCD screen to boost user experience

HANGMAN PROJECT

June 2018

- Utilized Python to created and implement Hangman guessing game boosted with computer-playing capability

POKER PROJECT

March 2018

- Built, developed and implemented the Poker card game in Java

ASTEROID GAME

January – March 2018

- Designed, built and implemented a hand-held LCD asteroid game with a team of 4 using Raspberry Pi kits
- Debugged and troubleshooted codes and circuits to significantly reduce the amount of working time

### EXTRACURRICULAR EXPERIENCE

APPLICATION DEVELOPMENT INITIATIVE (ADI)

New York, NY

**Executive Board Member, Graphic Designer**

November 2019 – Present

- Commit 15+ hours weekly manage overall affairs of ADI, Columbia's student-led tech club, by organizing Startup Career Fair, Columbia's annual hackathon, DevFest, and Columbia's diversity hackathon, DivHacks, to foster a healthy CS community
- Lead a team of 3 to fulfill design needs for marketing, events and website updates

# Resume Example

## ADITYA R. SUD

1111 Broadway, Apt 1A, New York, NY 10027 • (212) 705-1111 • [ars2246@columbia.edu](mailto:ars2246@columbia.edu) • [linkedin.com/in/adityarsud45](https://www.linkedin.com/in/adityarsud45)

### EDUCATION

**Columbia University** | School of Engineering and Applied Science New York, NY  
MS in Mechanical Engineering, GPA: 3.8 Expected Dec. 2019  
Relevant Coursework: Aerodynamics, Product Design for Manufacturing, Automotive Dynamics, Computer Aided Manufacturing, Compressible Flow, Turbomachinery

**University of Mumbai** | Saraswati College of Engineering Navi Mumbai, India  
BE in Mechanical Engineering (Passed: First Class) May 2017  
Relevant Coursework: Machine Design I & II, Finite Element Analysis, Internal Combustion Engines, Mechatronics, Production Processes I & II, CAD/CAM/CIM, Manufacturing, Planning & Control

**Maharashtra State Board of Technical Education** | Agnel Polytechnic Vashi Navi Mumbai, India  
Diploma in Mechanical Engineering (Passed: First Class with Distinction) June 2014  
Relevant Coursework: Design of Machine Elements, Production Technology, Metrology and Quality Control

### GZRGTKGPEG

**Air India Ltd.** Mumbai, India  
Intern | Component Overhaul Division June 2014–Nov. 2014, Dec. 2015–May 2016

- Conducted Non-Destructive Testing operations, such as LPT, Magnaflux and Eddy Current Testing on the undercarriage such as wheel hubs and landing gear to detect surface defects
- Overhauled aircraft structures and performed hot and cold bonding operations to repair delaminations for the structural repair of the composite material aircraft components

### PROJECT EXPERIENCE

**Design of a Multi-Stage Axial-Flow Compressor** Navi Mumbai, India  
Columbia University July 2013 – May 2014

- Design the multistage axial flow compressor with the given parameters, such as the compression pressure ratio (4.15), polytropic efficiency (90%), and operating conditions
- Calculate static and stagnation conditions and flow and blade angles of each stage, using Matlab and Microsoft Excel

**Design for Manufacturing: Comparison of Component Design Using Boothroyd and Poli Method** New York, NY  
Columbia University Sept. 2015 – Dec. 2015

- Utilized Boothroyd and Poli methods to compare given designs and analyzed both parts on basis of Cost and Time Parameters
- Presented the analysis detailing the feasibility of each component

**Micro-generation: Design and Fabrication of a Windturbine**  
Team Lead | Agnel Polytechnic, Vashi

- Designed the blades of the wind turbine, based on the size and material specification
- Analyzed the truss of the wind turbine, based on parameters such as location, inclination and wind speeds on ANSYS
- Modeled the entire assembly of the wind turbine in AutoCAD and SolidWorks, and fabricated the blades and truss
- Erected and installed wind turbine, and obtained required 600W of power to run appliances for given time

### LEADERSHIP ACTIVITIES

*Member, Society of Automotive Engineers (SAE-India), University of Mumbai* June 2015 – May 2017  
*Member, Indian Institute of Industrial Engineering, Agnel Polytechnic Vashi* June 2013 – May 2014  
*President, Mechanical Engineering Students Association (MESA), Agnel Polytechnic Vashi* July 2012 – May 2014

### SKILLS

**Software:** AutoCAD, SolidWorks, CATIA V5, ANSYS 13.0, Matlab R2013a, Primavera Project Management, ProModel, Microsoft Office, Adobe Photoshop CC

**Engineering:** CAD (Drafting), 3D Modeling, Analysis and Validation, DES, Design for Manufacturing (DFM, DFMA)

**Add-on:** ASME Y14.5M-1994 (GD&T), IT Grades, Mechanical Systems, CNC, Manufacturing Processes & Machine Workshop

**Certification:** Master Diploma in Product Design & Analysis, CADD Centre Training Services (Navi Mumbai)

## Chris Bhattacharjee

(919) 910-2389 | chris.bhattacharjee@gmail.com

### Experience

2017 – Present | **Boston Consulting Group**

New York, NY

**Consultant, July 2018 – Present; Summer Consultant, June – August 2017**

- Spearheaded Cabin Crew Cost module for major SE Asian airline; presented findings to senior leadership
- Analyzed and quantified potential cumulative savings of \$125–150M through 19 initiatives
- Conducted benchmarking exercise on cabin crew rules and welfare across major global airlines
- Analyzed passenger traffic flows (historical and forecasted) across Canadian airports

2014 – 2016 | **jetBlue airways**

Long Island City, NY

**Manager, Revenue Management, 2015 – 2016**

- Managed portfolio of high performing international markets, totaling \$2B in annual revenue across 90 routes, and communicated challenges and opportunities to EVP of Commercial Strategy
- Supervised team of 6 analysts, focused on revenue performance, process improvement, career development
- Liaised with Sales, Marketing, Network Planning, and Revenue Analysis to better align revenue and company strategy, resulting in double digit unit revenue increases in target markets
- Launched process to increase both load factor and revenue performance in markets with chronic load factor issues, reinforcing low-fare positioning; expanded strategy to more than 10 markets across network
- Developed strategies to stabilize international revenue amidst extra-market forces such as currency fluctuations, Zika virus, mega-resort bankruptcies, and the Puerto Rican debt crisis

**Analyst & Senior Analyst, Revenue Management, 2014 – 2015**

- Spearheaded process improvement of proprietary revenue management system along with tools and reporting to review performance, resulting in \$56M revenue impact
- Managed portfolio of 20 flagship domestic and strategic international markets, totaling \$400M in revenue
- Led initiatives to capitalize on revenue opportunities, increasing revenue and share in key markets

2011 – 2013 | **Mahindra Group [\$17.8 billion conglomerate]**

Mumbai, India

**Business Development Analyst (Global Recruit Program), Mahindra EPC, 2012 – 2013**

- Pioneered horizontal expansion strategy; identified two industries for potential entry
- Spearheaded preliminary geographic expansion strategy for solar business by analyzing relevant economic, social, political, and development factors; recommended top three countries for entry in next year
- Developed and enhanced recruiting strategy for Global Recruit Program and mentored new recruits
- Deputy Manager (Global Recruit Program), Group Strategy Office, 2011 – 2012
- Researched and presented design and brand strategy trends in the Indian and Global Auto Industry
- Evaluated Mahindra's approach to business in Africa and presented a new structure for engagement with the continent through research and internal interviews; led to new group-wide team for Africa business
- Launched Mahindra's CSR and Innovation strategies through benchmarking and internal initiatives; resulted in creation of Innovation vertical within Strategy Department

### Education

May 2018 | **Kellogg School of Management, Northwestern University**

Evanston, IL

**Master of Business Administration, Beta Gamma Sigma [top 10% of graduating class]**

- Selected: President at Kellogg Transportation Club; Treasurer/Choreographer/Dancer at Groupwerk

May 2011 | **Columbia University**

New York, NY

**Bachelor of Arts, GPA: 3.74**

- Majors: Economics-Political Science, Middle East, South Asian, and African Studies
- Internships: BlackRock [Portfolio Analytics Group]; Kasina [Market Research]

### Activities & Additional Information

- Community Involvement: Columbia Alumni Association of India, Advisory Board (2014–2016), Chapter Head (2012–2013); Columbia Alumni Association of Long Island, Vice-President (2013–2014)
- Other Activities: Aviation and travel enthusiast, competitive dancer
- Work Authorizations: USA, UK/EU, India



# Resume Example

## AMY M. ROBINS

123 Broadway, Apt. 4 • New York, NY • 212-555-1212 • amyrobins@gmail.com

### CAREER PROFILE

Communications professional with nonprofit, international, and editorial experience interested in grant writing positions with organizations focused on the environment. Strengths include writing, editing, and researching for various purposes, including all phases of the grant application process. Recognized for organization, collaboration, and ability to work under pressure in a fast-paced environment.

### EXPERIENCE

#### **REFUGEE & IMMIGRANT FUND**, Queens, NY, 2014–Present

##### *Volunteer*

- Collaborated with the founder on two grant applications to highlight the nonprofit's mission, goals, and funding requirements, resulting in awards of \$25,000 to fund two new programs.
- Edit grant proposals and templates by reorganizing information, rewriting success stories, copy editing sentences for clarity, and proofreading for errors.
- Adapt proposal templates to send to specific foundations and edit letters of interest.
- Mentor a teenage refugee from Mali, sharing information about New York transportation, landmarks, and conversational English.

#### **BUDGET TRAVEL**, New York, NY, 2013–Present

##### *Assistant Research Editor*

- Pitch and write stories for monthly magazine about international and domestic travel.
- Write up to three blog posts per month for BudgetTravel.com, a Webby-nominated site.
- Maintain perfect record confirming the accuracy of one third of every issue, meeting tight deadlines.

#### **FORBES**, New York, NY, 2011–2013

##### *Editorial Assistant, ForbesLife Executive Woman (now ForbesWoman)*

- Researched, pitched, and wrote articles ranging from 500 to 1,000 words.
- Fact-checked half of the magazine, meeting tight deadlines with 100% accuracy.
- Managed writer contracts, acting as the liaison between writers and the legal and accounting departments.

#### **TIME OUT NEW YORK**, New York, NY, 2010–2011

##### *Freelance Writer*

- Pitched and wrote articles about New York City events and trends on weekly deadlines.
- Researched local arts, new destinations, and events for upcoming articles and web features.

#### **BROOKLYN ACADEMY OF MUSIC (BAM)**, Brooklyn, NY, 2009–2011

##### *Part-Time Assistant to the Community Affairs Manager*

- Developed marketing strategies to attract audiences for dance, opera, theatre, and music performances; attendance increased by 25%.
- Drafted advertising mailings, budgeted funds, established partnerships with community business owners, and built the database of local arts enthusiasts.
- Organized free screenings of classic films for more than 1,000 New York senior citizens by assembling mailings, phoning nursing homes, maintaining RSVP lists, and personally greeting guests.
- Researched and budgeted resources for activities and décor at a Halloween block party for 200 guests.

### EDUCATION

#### **COLUMBIA UNIVERSITY**, New York, NY

##### *BA in English and Comparative Literature*

- Magna Cum Laude, GPA: 3.96, Dean's List (2006–2010), Golden Key Honor Society (top 15% of class).
- Fall semester abroad studying theater at the British American Drama Academy in London, England.

#### **TEACHING PROJECTS ABROAD**, St. Louis, Senegal

- Improved French language skills with 60 hours of one-on-one training.
- Provided care and meals at a shelter for neglected Qur'anic students five days per week.

### ADDITIONAL SKILLS

High level of competency with Microsoft Office (Word, Excel, PowerPoint, Outlook). Proficient in French.