

Telephone

Objective

To obtain employment as a software developer

Highlights

- 9 years IT development experience
- Friendly, flexible, and pro-active manner
- Successful at customer facing work
- Flair for creativity and design
- Extensive Internet and Intranet development experience

Employment History

Software Developer, Computer Company, February 2001 – present

I am a key member in the software team responsible for the development of our internal search technology. I have developed several major products and been responsible for project management and customer support on a number of high profile projects.

Major Accomplishments

- Produced state of the art image recognition software for automated log-in
- Developed several web based applications using advanced Artificial Intelligence
- Successfully project managed the development of a high profile program
- Delivered bespoke solutions to meet specific customer requirements
- Created software on various platforms
- Development of company intranet
- Full development of new company website

DEPAUL UNIVERSITY

CAREER CENTER



RESUME GUIDE

Driehaus College of Business

This packet is intended to serve as a starting point for creating or improving your resume. It includes best practices, helpful resources and sample resumes.

Lincoln Park

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2320 N Kenmore, Room 192
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Loop

DePaul Center
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There are plenty of misconceptions surrounding resumes.

Here are a few:

- **Misconception:** The resume is just a way to show work history.

Reality: The resume is your highlight reel.

- It's showcasing your best of the best. This is because recruiters see past behavior as a predictor for future behavior. You select to write what prime examples demonstrate what you are capable of with purpose.

EXAMPLE: Employers assume if you've done amazing customer service as a front desk worker, then you've probably done quality service for other experiences *and* can do it again – for their company.

- **Misconception:** No one really reads resumes.

Reality: Employers look for what is wrong.

- It is easy to weed out applicants for quick errors. Inferences are made about grammar, spelling and accuracy, which effects recruiting decisions.

EXAMPLE: Do you mention having great communication skills, yet there's misuse of "their," "there" or "they're"?

- **Misconception:** Writing complete sentences are usually frowned upon.

Reality: The resume reveals your critical thinking and thought processing abilities.

- It's okay if the sentences are long. What you select to write about is important. You need to provide the context for how you do the work and show why you chose to write about it.

EXAMPLE: The employer thinks: "With this limited one-page space what does this applicant think is critical to share and why?"

- **Misconception:** The Education section should be at the bottom, placement of sections do not matter.

Reality: Placement does matter.

- A recruiter does mini sorting when going through resumes. Placement of Education, and other sections are quick visual cues that signals the length of time spent in the field—*after* graduation.

EXAMPLE: Placing Education at the top immediately signals you are in school or about to graduate. If you have graduated and have 3-5 years plus in the working world, then Education is placed at the bottom of the resume. We want all applicants to be competing at their current level and not eliminated due to this misunderstanding.

- **Misconception:** Employers only want to see paid work listed on a resume.

Reality: Employers define experience as how you practice the knowledge and skills learned in class.

EXAMPLE:

- Course projects
- In-depth volunteering (On a continual basis over a long period of time.)
- Leadership roles
- Part or Full-Time jobs, and internships

Efficiency & Efficacy

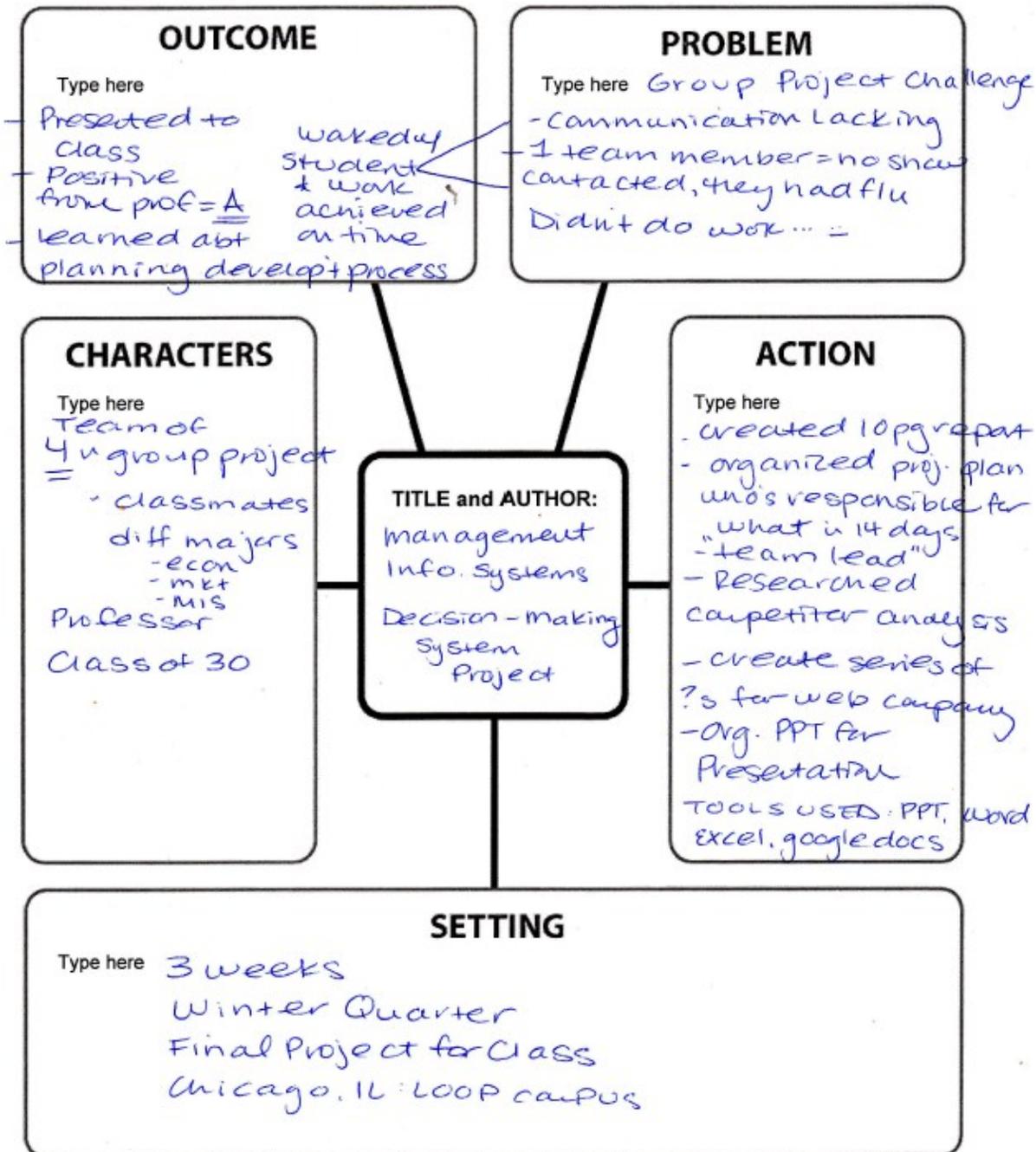
Let's address the pain of resumes: It is challenging to write to one page. It is emotionally draining to face the past. It is frustrating to guess what employers even want. We hear you. As a result, we created a positive and productive process that works. Spend 10-15 minutes a day, no all-day resume bingeing, to see the results.

STROLL MEMORY LANE

STEP 1 Start with a pen and paper. Why? Because writing is better for memory recollection than a computer.

STEP 2 Print a Story Map for each of your experiences. Why? Doing story mapping serves multiple purposes. It helps organizing facts. It helps recalling facts faster. It helps increase efficiency for writing. Later on, these can also be used for interview preparation.

EXAMPLE: of a story map being used in this context. A blank story map is at the back of this packet.

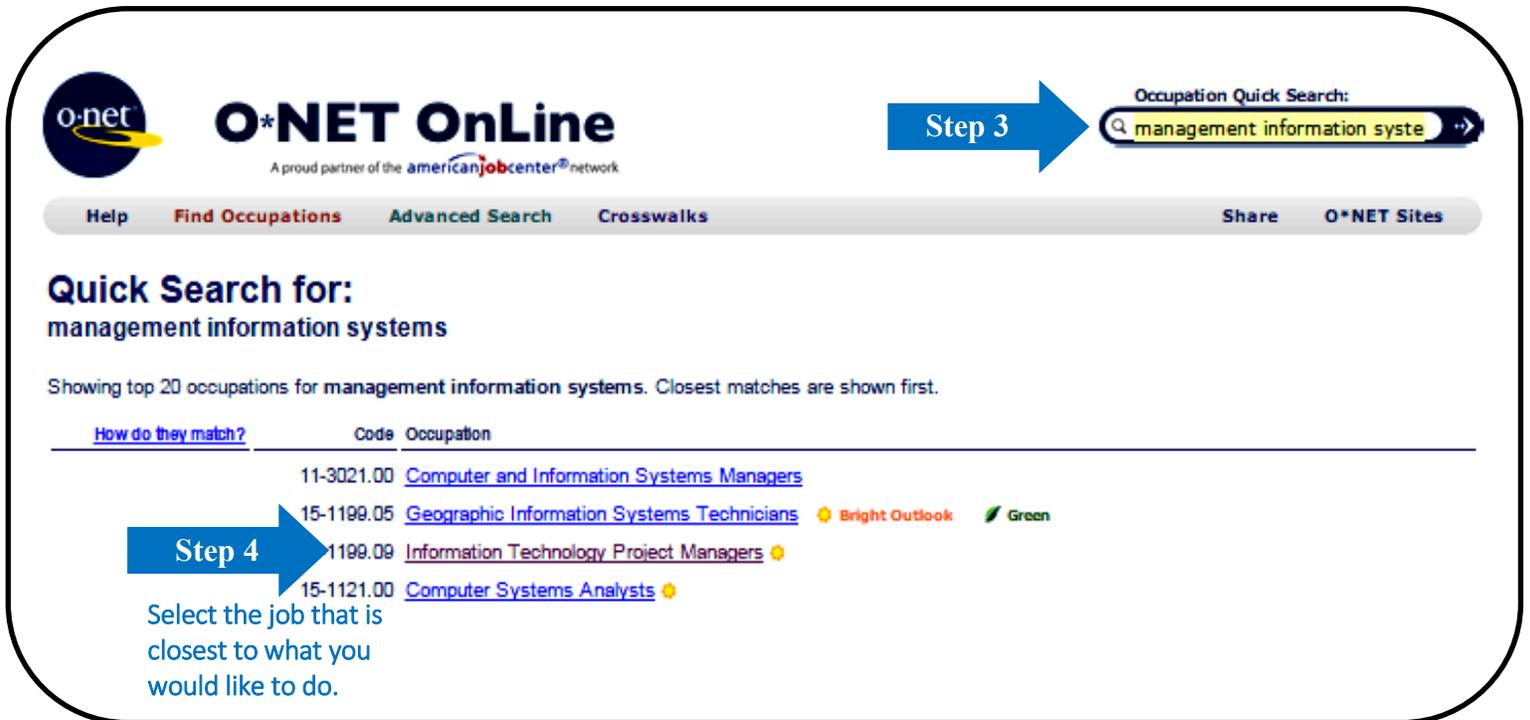


RESEARCH WHAT REALLY MATTERS

STEP 3 With story maps in hand, go to [ONETonline.org](https://www.onetonline.org). Why? All will be revealed in the following steps. What is it? It is a U.S. Department of Labor website. It lists the majority of occupations in the United States and is a compilation of census data and statistics gathered from employees working in those U.S. occupations.

STEP 4 In the search box type the job you are interested in. The results will list job titles relevant to the search. Click on the one closely related to your career interests.

EXAMPLE:



The screenshot shows the O*NET OnLine website interface. At the top left is the O*NET logo and the text "O*NET OnLine" with the tagline "A proud partner of the americanjobcenter® network". Below this is a navigation bar with links for "Help", "Find Occupations", "Advanced Search", and "Crosswalks", along with "Share" and "O*NET Sites". A search bar at the top right contains the text "management information system" and is labeled "Occupation Quick Search:". A blue arrow labeled "Step 3" points to this search bar. Below the search bar, the text "Quick Search for: management information systems" is displayed. Underneath, it says "Showing top 20 occupations for management information systems. Closest matches are shown first." A table of results follows, with columns for "How do they match?", "Code", and "Occupation". The results are:

How do they match?	Code	Occupation
	11-3021.00	Computer and Information Systems Managers
	15-1199.05	Geographic Information Systems Technicians 🌟 🌿 Bright Outlook 🌿 Green
	1199.09	Information Technology Project Managers 🌟
	15-1121.00	Computer Systems Analysts 🌟

A blue arrow labeled "Step 4" points to the first result, "Computer and Information Systems Managers". Below the arrow, the text reads: "Select the job that is closest to what you would like to do."

RESEARCH WHAT REALLY MATTERS, continued

STEP 5 Upon opening, you'll see a Summary Report for the job. Within the report it lists the Tasks people do in that job. It lists Tools and Technology typically used for that occupation. It also lists the Knowledge, Skills and Abilities, or KSAs, needed to perform those tasks in the role.

Summary Report for:

15-1199.09 - Information Technology Project Managers

Updated 2013

BrightOutlook

Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

Sample of reported job titles: IT Manager, IT Project Manager, Manager of IT, Program Manager, Project Manager, Project Manager/Team Coach, Senior Lead Project Manager, Senior Project Leader/Team Lead, Technical Project Lead (Project Manager), Transition Program Manager

View report:

Summary

Details

Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Wages & Employment](#) | [Job Openings](#)

Tasks

5 of 21 displayed

- Manage project execution to ensure adherence to budget, schedule, and scope.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Monitor or track project milestones and deliverables.
- Confer with project personnel to identify and resolve problems.
- Develop and manage work breakdown structure (WBS) of information technology projects.

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Tools & Technology

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Tools used in this occupation:

- Computer servers — Application servers; Web servers
- High capacity removable media drives — Universal serial bus USB flash drives
- Mobile phones — Smartphones
- Notebook computers — Laptop computers
- Special purpose telephones — Multi-line telephone systems

Technology used in this occupation:

- Data base user interface and query software — IBM DB2; Microsoft Access; QSM SLIM Suite; Xplanner
- Development environment software — Common business oriented language COBOL; CruiseControl; SmartBear Software Automated Build Studio; Tigris Cable
- Enterprise resource planning ERP software — Clarity Systems IBM Clarity; Collaborative application lifecycle management ALM software; Project.net; Vitria M3O Operational Intelligence
- Pattern design software — MatchWare MindView; Mind mapping software; MPI Micro Planner X-Pert; NovaMind Merlin Project Manager
- Project management software — Atlassian JIRA; Microsoft Project; Wrike; Zoho Projects

* Software developed by a government agency and/or distributed as freeware or shareware.

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Knowledge

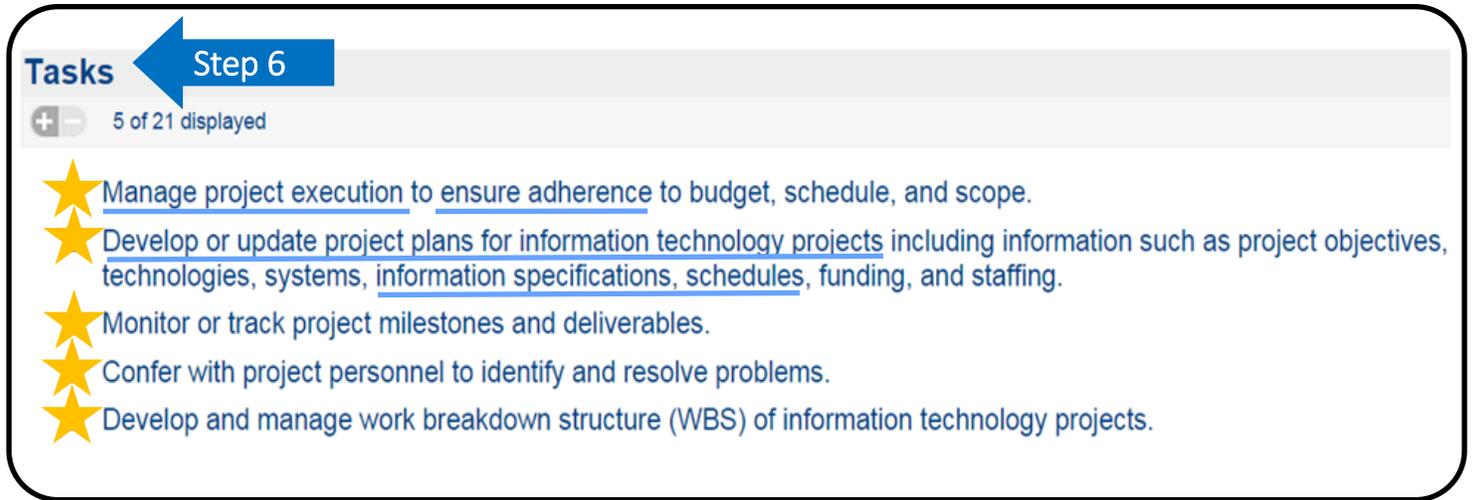
5 of 7 displayed

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

MATCH EXPERIENCES TO TASKS

STEP 6 Read over the Tasks section. Ask yourself: Have I done some (or parts) of these tasks that people in the job do? Yes? Then is it on your resume? If you have more than one experience tied to a task, select the best one to showcase.

EXAMPLE:



Tasks ← **Step 6**

+ - 5 of 21 displayed

- ★ Manage project execution to ensure adherence to budget, schedule, and scope.
- ★ Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- ★ Monitor or track project milestones and deliverables.
- ★ Confer with project personnel to identify and resolve problems.
- ★ Develop and manage work breakdown structure (WBS) of information technology projects.

STEP 7 Start drafting sentences. There should be one idea per sentence. Ask what contextual evidence would best support the focus of the sentence. Use #, \$, % or how often, like daily, weekly, quarterly, to give a clearer picture to how the tasks are done. It's okay for these to be long sentences. Present experiences are written in present tense. Past experiences; past tense. Overall, the resume must be written in third person.

TIP: To prevent getting off-track, write and circle what is the focus of the sentence.

EXAMPLE

Let's play recruiter. Read these sentences. What do you notice? What makes it compelling to you?

MEH: Conduct telephone interviews with customers.

GOOD: Conduct weekly telephone marketing research interviews with customers across the nation.

GREAT: Conduct an average of 50 -75 marketing research phone interviews weekly with customers from key Midwestern markets; which contributed to a larger data pool for the research and development team to analyze in developing new products for clients.

LAST, BUT NOT LEAST: THE GRANDMA TEST (Or the Elderly-Person-Who-Loves-You Test)

How it Works

Imagine your grandma, or someone elderly who loves/d you. Got them in your mind? Great. Now imagine you are coming home, and they greet you happily at the door, asking: "What did you do today?"

Now - here is the test - literally read your resume sentence aloud as your "response" to grandma - if it sounds weird - then it reads weird. If it causes grandma to respond, "What does that mean?" You wouldn't leave grandma hanging, you would further explain yourself. And THAT helps with the writing process. This test makes you aware of excess verbiage and helps catch jargon. Upon finishing all sentences, you can type them and place them into the appropriate section.

EXAMPLE TO READ ALOUD

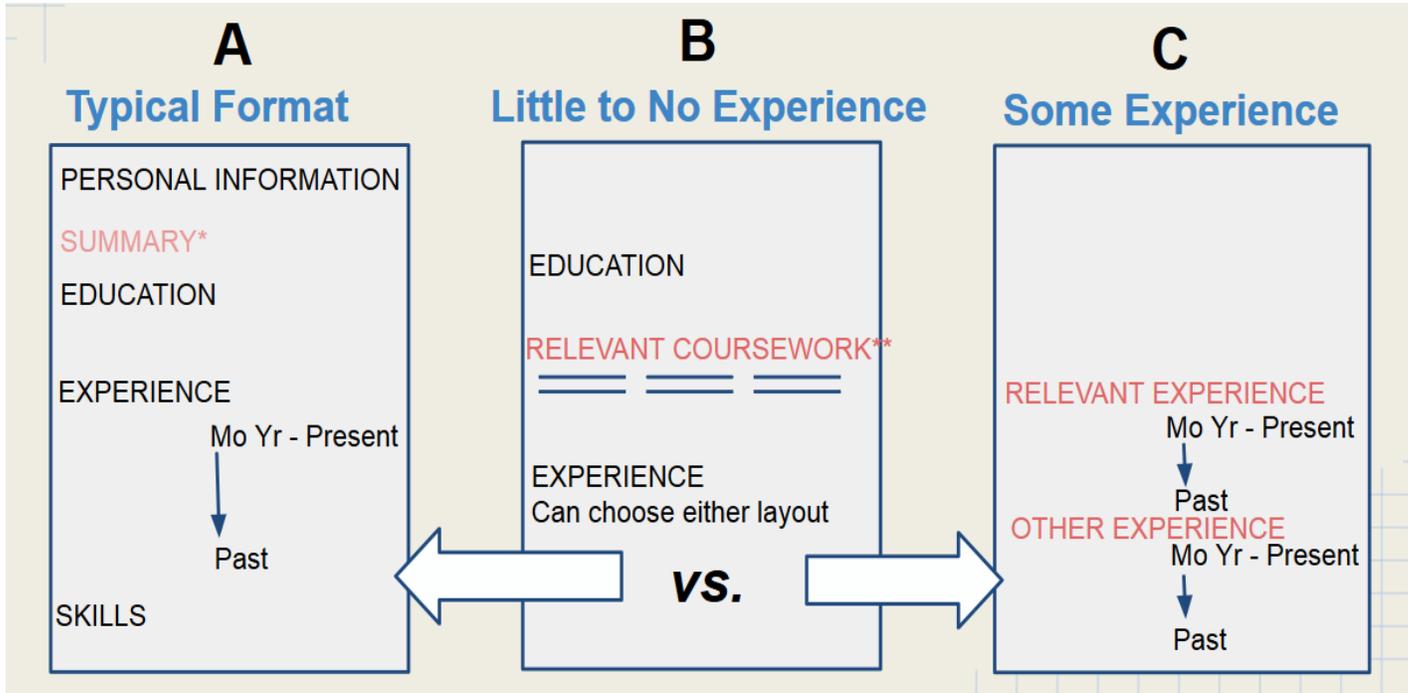
Helped guiding new arriving students to the different resources available on campus and other important academic skills.

Formatting: You Do You

Here are best formatting options with explanations regarding the benefits to each one. So, it is up to you to decide which layout you feel best presents and communicates your experiences to employers.

These format visual representations show where the sections should be placed. The order of the sections are the same unless shown differently in the below graphic.

*Remember you can select a different layout to suit your needs as your career evolves.



Option A

This format is a typical layout with sections that are organized for the reader.

Summary is asterisked and is discussed at the end of the section descriptions on purpose.

Option B

This can be helpful if you have little to no experience directly related to your career interests. Only the upper-level class titles should be utilized here. The lines represent visually how the classes should be neatly presented.

Notice you can either choose the 'Experience' section layout to look like A or C depending on how you would like recruiter to obtain the information.

Option C

This layout is great in allowing the recruiter to quickly see your experiences that are *more* relevant to the job. By organizing in this manner, it allows relevant experiences to be brought to the forefront, which would otherwise be buried if using the typical format (Option A).

EXAMPLE

OPTION A: TYPICAL FORMAT

Experience

Ramen-san, Chicago, IL

Aug. 2009 — Present

Part-Time Host

- Efficiently assisting 100 clients daily; increasing to 300-600 for weekend traffic at upscale ramen restaurant in River North, contributing to more than \$50,000 in monthly sales.
- Collaborate with servers and manager for an efficient rotation of clients throughout shift and attend to special requests, such as attending to the privacy needs of Grammy-Award winning artists or politicians.

Target Hope, DePaul Chapter, Chicago, IL

Sept. 2014 — Present

Secretary

- Document, report and file communications from 50 members at bi-quarterly chapter and Executive Council meetings in Google Docs, which upon creating and developing, increased trust and transparency for members in giving 24-7 access to information.

Aban Aya Youth Project, Chicago, IL

Sept. 2010 — Aug. 2014

Volunteer

- Coached 6th graders who were considered high-risk for dropping out of school due to living in Englewood, which as of 2000 had poverty rates of 44%, compared to 20% for the city.
- Supported academic success by exposing students to resources and alternatives for professional development.
- Taught students coping skills for stress, resulting in noted improved behavior by teachers on report cards.

EXAMPLE

OPTION B: LITTLE TO NO EXPERIENCE

Education

DePaul University, Chicago, IL

Expected June 2018

BSB Economics

GPA: 3.0/4.0

Relevant Coursework

Behavioral Economics

Econometrics

International Trade

Business Communication

Business and Economics Forecasting

Consumer Behavior

EXAMPLE

OPTION C: SOME EXPERIENCE

RELEVANT EXPERIENCE

UNICEF, DePaul Chapter, Chicago, IL

Sept. 2014 — Present

Secretary

- Document, report and file communications from 50 members at bi-quarterly chapter and Executive Council meetings in Google Docs, which upon creating and developing, increased trust and transparency for members by giving 24-7 access to information.

OTHER EXPERIENCE

Ramen-san, Chicago, IL

Aug. 2009 — Present

Part-Time Host

- Efficiently assisting 100 clients daily; increasing to 300-600 for weekend traffic at a small, upscale Asian ramen restaurant in River North, contributing to \$50,000 in sales per month.

Sections for a Successful Resume

The resume is organized by sections, which quickly indicates to the hiring manager where to find important information. Each section is discussed below; what information it should contain and what it tells the reader:

INFORMATION HEADER

Do not include your address. This has been discussed among recruiters, employers and HR. In this digital age and safety for personal information, no one needs to know where you live. Also, sadly, there have been incidents where discrimination occurred based upon where one lives, such as can they get to work living so far away? So, let's prevent any potential biases and remove your address!

Header (name and contact information)	Your preferred name and how to contact you. The reader shouldn't have to think about this (e.g., wonder what name you go by.)
---------------------------------------	--

This section is located at the top of the page.

EXAMPLE

Lisa M. Simpson

lisamsimpson@gmail.com 312.362.8437 <https://www.linkedin.com/in/lisamsimpson>

EDUCATION

This section immediately signals to recruiters you are in school or recently graduated. Otherwise they assume you have 3-5 years of experience out in the working world after graduation. Education at the top is important!

- If your GPA is 3.0 and above then include it on your resume; if not, leave it off. For transfer students and freshmen, please refer to the Specialized Resume section on how to list Education.

NOTE: *Finance and Accounting majors have different GPA requirements. Refer to the Accounting and Finance resume handout.*

Education	Whether you meet the education requirements. Again, helps the reader quickly match you to the position requirements.
-----------	---

EXAMPLE

DePaul University, Chicago, IL

Expected June 2015

Driehaus College of Business

BSB, *Marketing, Sales Leadership concentration

Hospitality Minor

GPA: 3.0/4.0**

Dean's List: All Quarters in Attendance, or list the Quarter year.

EXAMPLE

Spring 2013, Winter 2014, Fall 2015

Academic Scholarships: List names only, *not associations.*

NOTE: If your major is within the College of Liberal Arts & Sciences, such as Economics, then write 'BA' to indicate Bachelor of Arts.

Sections for a Successful Resume, continued

EXPERIENCE

Employers want to learn how you practice the knowledge and skills learned in the classroom that relate to your field of study or even better, the job you are aiming for.

Experience	What you've accomplished that's relevant. Explain what you've achieved that could also benefit the reader's company.
------------	---

Employers define "Experience" as:

- FT/PT jobs and/or internships
- In-depth volunteering (defined as spending consecutive time at an organization)
- Course projects

EXAMPLE

Compensation and Benefits course, Chicago, IL

July 2015 – Present

Pay Scale Project

- In a group of four, researched and analyzed pay scale data, plus producing a competitor analysis for customer service roles for a global telecommunications company; ultimately presenting findings and making recommendations to hiring managers and HR at the end of the course.

SKILLS

The Skills section should always be last. Why? Because recruiters quickly refer to that location and expect to see it there when reviewing thousands of resumes.*

Skills	Whether you have the required skills. Helps the reader quickly match your skills to the position requirements.
--------	---

The Skills section lists *only* your hard skills: computer programs, languages, and/or certifications. You need to indicate your skill level: basic, proficient, or advanced in these skills.

EXAMPLE

Basic in verbal and written Spanish

Proficient in SPSS, Salesforce, Outlook, Excel, Word, and PowerPoint

Basic in Prezi

*The potential exception is for Management Information Systems (MIS) majors focused more on IS careers. Refer to the College of Digital Media (CDM) resume packet.

SUMMARY

The Summary is three to four sentences, high-level look at your accomplishments, or unique skills. We recommend to work on this last because after writing, your mind should be refreshed and ready.

Top portion of resume (first third to half)	If your resume is worth reading further. This opening “snapshot” should entice readers to read more.
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Another way to think of the Summary:

Let’s say you want to buy a song online, but there are two versions. So, you listen to a sample of each song. What plays is typically the chorus. The resume is like the song and the summary is like the chorus. Then it would be odd if you purchased the song and didn’t hear the chorus. Just like the song, the

EXAMPLE

Summary

Motivated senior with relevant Category Management experience; background in using syndicated data, Nielsen Answers, and developing presentation skills through Toastmasters.

RELEVANT COURSEWORK

The benefit to adding this section is it adds more opportunity to pick up keywords by the computer. Only upper level courses should be mentioned.

EXAMPLE

Coursework

Category Management	Advanced Marketing Management	Quantitative Methods in Marketing
International Marketing	Science of Retailing	Selling Professional & Collegiate Sports

FINAL CHECK

Check the list below. When done save the resume as a PDF. This guarantees format consistency, no matter what variation of Word the reader has. Now reopen and re-link all hyperlinks to make it easy for the hiring manager to contact you.

Bullets	Bulleted text allows you to break down complex information into readable chunks, and also highlight key points
Easy-to-scan headings	Your reader should be able to quickly locate key sections on your resume, such as Education, without extensive searching.
Limited number of fonts	Use no more than two fonts styles — one for headings and the other for body text. More than that is distracting.
Selective use of bold	Use bold carefully and consistently. For example, if you bold the name of one company you’ve worked for, do it in all cases.
No underlining (except links)	Reserve underlined text for web links. If you need to emphasize something, use bold or a different font size instead.
Consistent spacing	Use the same amount of space before and after headings, between bullets, etc. This gives your resume a uniform look.

Specialized Resumes

Athlete Resume

Remember “Experience” is defined by employers as in-depth volunteering, in addition to full and part-time jobs. Being a student athlete is a combination of these two experiences.

Quick Tips:

Go to ONETonline.org, using the search box, type the job you are interested in. Upon selecting the job, scroll down and review the Knowledge, Skills and Abilities (KSAs) sections, which are needed to perform tasks in that role. Now, opening a new tab, type in “Athletes and Sports Competitors.” With these two tabs open, review and match the KSAs that are transferable; which ones can be used for *both* roles. Then focus sentence writing around those that are transferable.

EXAMPLE

Searched job: Operations Manager

Stars note the Skills and Abilities needed as an Operations Manager and for Athletes and Sports Competitors.

Knowledge

Click to see the complete list

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

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- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities

5 of 15 displayed

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Do mention any accolades; athletic and/or academic awards received.

EXAMPLE

DePaul University Track and Field Team, Chicago, IL

Aug. 2010 – Present

- Led the nation with the highest cumulative team GPA (2009-2010) as a walk-on recruit for 300 hurdles.
- Named to the 2009, 2010 and 2011 Big East All-Academic team
- Head team liaison for more than 25 annual community service efforts with the Sports Community Service Council, resulting in more than \$10,000 raised for Chicago charities

DePaul University Athletic Academic Advising (AAA) Career Development

<https://offices.depaul.edu/student-affairs/about/departments/Pages/aaa.aspx#about-sa>

*Reference Page 21 for a full example

Specialized Resumes, continued

Freshman Resume

Quick Tips:

- Education section either/or high school and DePaul University.
- Make sure to add your GPA when the first quarter ends.
- It's okay right now to leave your high school experiences; sophomore year remove them and update with your new collegiate experiences.

EXAMPLE:

DePaul University, Chicago, IL Expected June 2020
Driehaus College of Business
BSB, Marketing

Shermer High School, Shermer, IL
High school diploma May 2016
GPA: 3.5/4.0

*Reference Page 16 for a full example

International Student Resume

Quick Tips:

If you utilize an American name in place of your birth name:

- To prevent confusion in the information section, only write your American first name.
- Make sure your emails and contact information are consistent with your American first name, such as email, voice mail messages and email signatures.
- However, write out birth name when filling out internship or job paperwork as you might be asked these legal questions:
 - What is your name?
 - Have you worked for this company under another name?
 - Have you used a name such as an assumed name or nickname the company would need to know to check your previous work and educational records? If so please explain.

Things you do not include on your resume:

- Personal photos
- Country of origin or nationality
- VISA status

Office for International Students and Scholars (OISS)

<http://oiss.depaul.edu/>

Specialized Resumes, continued

Military Resume

Quick tips:

- Translate military jargon into civilian terms
 - Assume the hiring manager knows nothing about the military
“Commanded”= “Supervised” or “Directed”
 - Quantify your statements: “250 personnel,” “\$3M budget,” etc.
- Focus on skills, qualifications and accomplishments that are transferable
 - Soft skills: decision-making, resourcefulness, teamwork, performing under pressure, leadership, flexibility, attention to detail, self-motivated
- Do not use acronyms; spell out all affiliations
- If you’ve held numerous ranks and duties, choose the ones with the most responsibilities/are most relevant to the position for which you are applying
- Offer brief explanations for any phrases or titles that may not be self-explanatory
 - Example: if you attended NERS (Navy Enlisted Recruiter School), describe it as an in-depth, three-week sales training course

From University of Tennessee Career Center

Job and Skills Translator

<http://www.military.com/veteran-jobs/skills-translator/>

Univ. of Tennessee

<http://career.utk.edu/CS/wp-content/uploads/pdf/Military-Resume.pdf>

DePaul University Veterans Office

<http://offices.depaul.edu/student-affairs/support-services/for-specific-populations/Pages/veteran-services.aspx>

*Reference Page 16 for a full example

Study Abroad Experience

Quick tips:

It is a wonderful opportunity to see the world, expand our understanding of cultures and reflect upon our character in the process. With this experience; however, unless it is an in-depth class or internship abroad, we want to list it humbly. It will be placed within the Education section, after the GPA.

EXAMPLE:

Huaqio University, Quanzhou, China

Study Abroad Program, Winter Quarter 2015

*Reference Page 17 for a full example

Transfer Student Resume

Quick tips:

During your first quarter at DePaul, your former *and* new college will be listed. Upon completing your first quarter obtaining a DePaul GPA, then remove your former college. Recruiters are mostly concerned with where you will receive a Bachelor’s degree. By deleting former college it opens up more space for other sections. You can always add more information, such as your former college, to your LinkedIn profile.

EXAMPLE:

DePaul University, Chicago, IL

Expected June 2020

BSB Management, Entrepreneurship concentration

Oakton Community College, Des Plaines, IL

May 2018

Associate in Arts, Marketing Management

GPA: 3.3/4.0

*Reference Page 18 for a full example

Resume Samples

Elisa Kahlo

eakahlo20@gmail.com 216.322.6859 www.linkedin.com/elisakahlo/en

Summary:

Multi-lingual collegiate freshman with advanced communication skills and more than three years of experience within leadership roles. Background in project management, customer service, and looking to gain experience in Marketing.

Education:

DePaul University, Chicago, IL
Driehaus College of Business
BSB, Management
GPA: 3.4/4.0

Expected June 2017

Experience:

EDGE Scholarship at DePaul University, Chicago, IL
Recipient

Aug. 2013 – Present

- One of 120 students selected for freshman scholarship program based on academics and extracurricular activities.
- Attend training and events to learn and develop career-related skills, such as networking, while also developing financial management acumen.

Coeur, Columbus, OH

Waitress Part-Time

- Managed reservation list for high-end French pleasurable dining experience.
- Assisted management in training new employees to ensure consistent cleanliness for operations, which resulted in positive customer feedback.

Sept. 2012 – Feb. 2013

Micah J. Smith

MJSmith@yahoo.com 867-530-9123 www.linkedin.com/micahsmith/en

SUMMARY

Entry-level Economics student with interest in market analysis, strategic planning and project management; fluency in Japanese, proven leadership experience with four years in the U.S. Marine Corps.

EDUCATION

DePaul University, Chicago, IL
Driehaus College of Business
BSB, Economics
GPA: 3.9/4.0

Expected June 2016

EXPERIENCE

Tiburon Trucking Co., Chicago, IL
Office Assistant

June 2012 – Present

- Increased company revenue by 20% via acquiring new contracts targeted through customized data sets
- Assisted with more efficient route planning, which led to expanded load dispatch and contributed to company growth from 10 semi trucks to 15 semi trucks
- Organized company financials through analyzing common data inputs resulting in simplified monthly reports

United States Marine Corps, (Deployed in: Afghanistan, Japan)

June 2008 – June 2012

Squad Leader: Non-commissioned Officer

- Managed an infantry team in training and combat operations while deployed in foreign and highly stressful environments, including the training of international forces in various military proficiencies
- Advised superiors on real-time tactical shifts in the battlefield in order to support mission objectives for success; received the Good Conduct Medal, Afghanistan Campaign Medal, and a Combat Action Ribbon for service

OTHER EXPERIENCE

Read for Chicago, Chicago, IL
Mentor

Aug. 2012 – Present

- Support academic success for five children in the first-grade by collaborating with the mentee provider and their teachers to improve reading skills, resulting in two catching up to their classmates' reading level within six months
- Assist youth weekly in strengthening language skills by providing various techniques, such as mnemonics, music or other learning techniques, specific to individual learning needs in order to effectively create retention of information

HONORS / MEMBERSHIP

Beta Gamma Sigma, Business Honors Fraternity, Member

Aug. 2012 – Present

SKILLS

Fluent in verbal and written Japanese
Proficient in Excel, Outlook, Word and PowerPoint

General Management
(Freshman)



The Ohio Senate, Columbus, OH

House of Representatives Page

- Organized and delegated legislature for Representative view and read during session and debates.
- Attended committee meetings; helped Representative
- Worked at the entryway of the Capital and maintained smooth operations of the House

Soul by Sole, Columbus, OH

Sales Associate Part-Time

- Assisted and advised an average of 40 - 50 customers, averaged \$500 daily in sales.
- Dealt with customer inquiries and complaints for Spanish-speaking clients, resulting in positive feedback.

City Youth Advisory Board, Columbus, OH

Chair and Member

- Nominated unanimously by 20 members for fundraising; led monthly meetings regarding skate parks around the community.
- Presented monthly updates to City Council; implemented programs within the city.

Skills:

Fluent in verbal and written Spanish
Basic written French
Proficient in Excel, PowerPoint and Word

Economics
(Military Background)



Ikaika Robinson

(773) 365-5157 IkaikaRobinson@gmail.com www.linkedin.com/ikaikarobinson/en

Summary

Hospitality and Leadership collegiate junior with hotel and lodging experience, fluency in German. One of 25 selected for international hospitality internship for well-known hotel chain. More than three years of student leadership experience. ServSafe, and CPR certified.

Education

DePaul University, Chicago, IL Expected June 2013
Driehaus College of Business
BSB, Hospitality, Hotel and Lodging concentration
GPA: 3.1/4.0

César Ritz College, Zurich, Switzerland
Study Abroad and Internship Program, Summer and Fall Quarters 2011

Relevant Experience

Professional Convention Meeting Association - DePaul, Chicago, IL Jan. 2011 – Present
Vice President

- Plan various school events, including function, which honors outstanding university President.
- Organize, prepare agenda, and facilitate planning quarterly events, as well as

Marriott, Zurich, Switzerland
Internship program

- One of 25 selected nationally for six that entailed learning about various vendor relationships.
- Attended bi-monthly training regarding hotel customer service, in conjunction with global conventions.

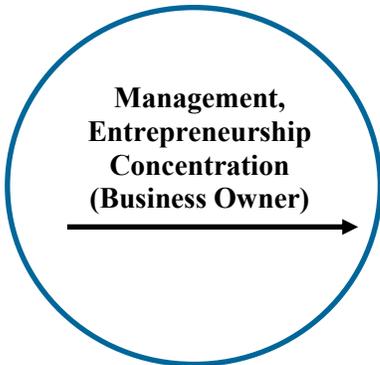
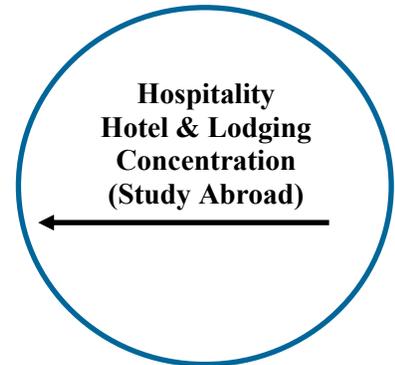
Other Experience

DePaul University, Housing Services,
Part-Time Desk Receptionist

- Maintain safe and secure living quarters a record for more than three months
- Responsible for directing line and event
- Provide efficient, friendly campus service exuding the department's, and the University

Skills

ServSafe Certified 2012
CPR Certified 2013
Fluent in verbal and written German, and
Advanced in POS systems, Excel, Word



GRETTA FRANKLIN

312.362.8437 | www.geebands.com | gfranklin16@gmail.com

EDUCATION

DePaul University, Chicago IL Expected June 2016
Driehaus College of Business
BSB, Double major in Marketing, and Management, Entrepreneurship concentration
GPA: 3.2/4.0

EXPERIENCE

GeeBands, Newbury, MA April 2011 — Present
Founder and CEO

- Developed concept and created GeeBands, a durable, hand-sewn headband for all athletes, and within two years sold more than 3,000 bands nationwide.
- Competed in University of Massachusetts Quick Pitch Contest, presenting business concept to five panelists and running against more than 200 entrants and ultimately won \$1,000 grand prize.
- Developed five-year business plan with local Small Business Association; additionally sourced mentors for insight and feedback, which led to additional growth of the business.
- Competed and took first place at DECA state; in competing at Nationals received additional business knowledge to develop and further skills through various workshops for participants.

DePaul Women's Tennis Team, Chicago, IL Aug. 2013 — Present
Student Athlete

- Team liaison for more than 25 annual community service efforts in collaboration with the Sports Community Service Council, resulting in more than \$10,000 raised for Chicago charities to date.
- Recently named a Big East Finalist and led to taking 2nd place.
- Within first year, made it to the NCAA tournament in the first round.
- Voluntarily attended leadership and professional development workshops to strengthen interactions with teammates, increase knowledge for entrepreneurial work, and better prepare for future internships.

DECA Business Club, Newbury, MA Sept. 2012 — May 2012
Member

- Created 30 page five-year business plan for GeeBands, which represented the Club in local competitions and led to taking first place in state.
- Competed and received honorable mention at Nationals in Anaheim, California gained mentorship after the competition ended.
- Volunteered in month-long canned-goods drive to benefit local food bank, and individually received more than 100 canned items for donations.

OTHER EXPERIENCE

Saint Mary's Children's Hospital, Newbury, MA Nov. 2008 – Present
Part-Time Volunteer

- Crochet hats for newborns who primarily are within intensive care units; providing warmth, and serves as a reminder to parents letting them know people in the community care.

SKILLS

Proficient in Excel, Prezi, Power Point, and Word
Basic in Salesforce, and Quickbooks

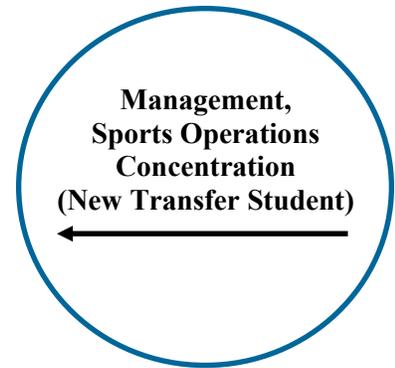
Louise W. Lovelace

LWLovelace404@gmail.com (404) 226-1901 www.linkedin.com/louisewlovelace/en

Education

DePaul University, Chicago, IL Expected June 2013
Driehaus College of Business
BSB, Management, Sports Management concentration

Savannah College of Art and Design, Savannah, GA Aug. 2010 – Feb. 2011
National Society of Collegiate Scholars
Dean’s List: *Fall 2010, Fall 2011*
GPA: 3.0/4.0



Related Experience

Coachman and Rudolph Events (CRE), Chicago, IL March 2011 – Present
Junior Event Assistant, Part-Time

- Arrange logistics and co-managed 15 special athletic races, drawing an estimated 1,000 participants per event; involves partnering and consulting with special event departments, such as the Chicago Park District.
- Created and maintain company’s mer research for product selection, and aft \$1.5 million.
- Conduct more than 1,000 in-person jc candidates, based on company standa
- Recruit, train and manage more than 100 employees.

Event Intern

- Initiated and collaborated with manag ment database, allowing better manag
- Recorded data entry for all admission ing more than 500 entries per day.

Savannah Sand Gnats, Savannah, GA
Fan Services Representative

- Assisted the A-level minor South Atl; events, such as the International Pape for executive clients, and other event
- Assisted in the activation of several sj Driver Program, and Motorola Text R
- Proactively offered assistance and res
- Provided all fans with a high level of which resulted in a promotion to Boo
- Performed other game day duties assi dinator, with strong ability to make d lished guidelines.

Skills

Proficient in Outlook, Power Point, and V Basic in Excel



Jesse A. Shibuya

JesseAShibuya92@gmail.com (773) 526-5155 www.linkedin.com/jesseshibuya/en

EDUCATION

DePaul University, Chicago, IL Expected June 2014
Driehaus College of Business
BSB, Management, Human Resources concentration
GPA: 3.8/4.0
Dean’s List: All Quarters in Attendance

EXPERIENCE

Gamma Company, Naperville, IL Jan. 2013 – Present
Human Resources Assistant

- Assist in managing HR corporate operations, including recruiting, training, and strategic planning for 12 plants that manufacture steel and titanium tubing for clients like Boeing, Nascar, and nuclear facilities.
- Facilitated and instructed Open Enrollment training for approximately 10 employees at all levels of hierarchy.
- Expertly managed and coordinated annual company Health Fair featuring 11 vendors for over 35 employees from the corporate office.

Intern

- Prepared monthly spreadsheets by compiling data from PayFlex and ADP in order to identify and analyze potential discrepancies, resulting in increased efficiency in determining YTD deposits for employees enrolled in health benefits.
- Conducted a beta test of training and development programs with a pilot group of 10 and managed data and analysis of feedback which resulted in implementation of five new programs for an estimated 750 employees companywide.

Crystal Investments, Chicago, IL

Human Resources Intern

- Facilitated with onboarding paperwork for about 16-24 new hires monthly, which resulted in increased accuracy and efficiency of the internal HR database.
- Streamlined internal intranet in order to improve productivity which led to effective monthly paperwork audits for an average of 25 employees per month.
- Collaborated with team members to generate data reports in order to advise recruiting team on an average of 40 potential new hires weekly, which reduced potential errors.

OTHER EXPERIENCE

UNICEF—DePaul Chapter, Chicago, IL

Junior Board Member

- Coordinate on average five annual fundraising events for more than 500 people, which raises funds ranging from \$10,000 - \$25,000.
- Organize logistics of fundraisers, and promote upcoming events using social media, such as Twitter and Facebook.
- Communicate with suppliers and act as a liaison to ensure relationships are established and contracts are fulfilled for various fundraisers.

Barbary Bank, Naperville, IL

Client Associate/Teller

- Implemented creative and effective customer service strategies which helped maintain strong relationships with clients and led to a 5% increase in overall customer satisfaction scores.
- After favorable performance, was asked to facilitate onboarding for new hires regarding daily operations and providing exemplary customer service for branch seeing more than 1,000 clients monthly.
- Ensured all financial transaction policies and procedures were accurate, which helped the branch achieve 97% on its annual audit.

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management – DePaul Chapter, *Member*

SKILLS

Fluent in verbal and written Mandarin Chinese
Proficient in SharePoint, PayFlex, ADP, Teller Express
Advanced in Word, Excel, Outlook, PowerPoint

Jordan A. Gupta

867.530.9301 jordan.gupta@gmail.com www.linkedin.com/jordangupta/en

Summary

College senior skilled in verbal and written communication, Nielsen Answers, and market research. Proven ability to excel and exceed sales targets. Background with project development and management looking to contributing to the growth of an organization.

Education

DePaul University, Chicago, IL
Driehaus College of Business
BSB, Marketing, Sales Leadership concentration
GPA: 3.0/4.0

Expected June 2013

Relevant Experience

Category Management Course, Chicago, IL
Competitive Analysis Project

Sept. 2012 - present

- Worked directly with top Midwest retailer, and a global energy-drink manufacturer, to assess opportunity gaps utilizing data analysis learned in the course and consisted of more than 10 hours of research.
- Recognized \$50 million gap between 2011-2012 "All-Store ACV" then dived further to show new specific areas to potentially focus on the product.
- Broke down raw data, and then created tables, charts, and graphs to better represent findings that were both applicable to retailer, and the manufacturer, while making sure accompanying communications were clear and accurate.
- Presented findings to Senior Executives from Fortune 500 internationally-known retailers, and manufacturers, both retailer and manufacturer were receptive to recommendations.

Morningstar, Inc., Chicago, IL
Market Research Intern

- Responsible for analyzing data and sending w and New Jersey areas.
- Researched, developed and implemented key partment for Managers, Directors, and Senior
- Supports all territories in insight data requests ingstar Advisor Magazine, which ultimately c

Other Experience

American Marketing Association - DePaul Cha
Vice President, Sales

- Oversaw annual budgets, marketing strategy, ber of events for members, resulting in an upt

Sid Feldman Legacy Fund, Chicago, IL
Sales Team Manager

- Managed a team of four students to fundraise -school students; the 10-week goal is raising \$
- Report weekly results to the Director of Busin meetings to regarding current success rates an

The Container Store, Northbrook, IL
Part-Time Sales Assistant Manager

- Led 2011 Spring Organization Sales Campai
- Received multiple unsolicited customer comm tions due to active listening skills and produc

Skills

In progress of becoming CPCA certified, Categor Basic in AX Dynamics, Nielsen Answers, Spacer Proficient in Outlook, Excel, Word, Power Point



Mariah P. Sabina

Msabina@gmail.com 312-362-8437 www.linkedin.com/Msabina/en

SUMMARY

Driven Marketing major with a strong interest in market research and analysis. Experience in data capture, social media and analytics; creative and deadline-oriented team leader.

EDUCATION

DePaul University, Chicago, IL
BSB, Marketing
Spanish Minor
GPA: 3.5/4.0

Expected June 2013

Universidad de Complutense, Madrid, Spain
DePaul University Study Abroad Program, Fall Quarter 2011

EXPERIENCE

John G. Shedd Aquarium, Chicago, IL
Social Media Intern

Aug. 2012 – Present

- Monitor daily site activity with Google Analytics; schedule and measure success of multiple social media posts using Hootsuite; and coordinate with the Marketing department regarding results and patterns of data.
- Create promotional campaigns and content for the aquarium and its multiple sponsors for Facebook, Twitter and Instagram accounts; one of which garnered a 16% increase in "likes" for Facebook, and over two weeks an estimated 150 people signed on as new members.
- Conduct a variety of customer surveys, such as sampling more than 100 attendees to gain guest insight on existing services, earn about their perception of the aquarium's brand and utilize information for marketing campaigns related to membership and events.

Delta Sigma Pi, DePaul Business Fraternity, Chicago, IL
Special Events Chair

Sept. 2009 – Present
Sept. 2010 – May 2011

- Attracted 1,500 attendees and raised over \$3,000 in net proceeds, of which 80% went to the Starlight Children's Foundation, which helps families, and their hospitalized children, cope through programs and innovative resources.
- Created a marketing plan utilizing social media, guerilla marketing, and print advertising for the organization's primary fundraiser: HYPE! Dance Competition.

OTHER EXPERIENCE

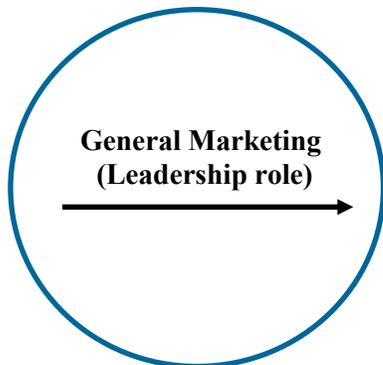
In-Home Child Care, Chicago, IL
Nanny

Aug. 2009 – Present

- Created strong connections with the Gilbert, and Tsui families by tailoring activities to their requests as parents and to the developmental needs for their children.
- Mentor five children over three years, ages ranging from five to 12; manage logistics and assist in a wide range of areas, from homework projects to sporting practices.
- Effectively prioritizes time and schedules for all children on a weekly basis

SKILLS

Fluent in verbal and written Spanish
Basic in Hootsuite, Facebook Insights, and Google Analytics
Proficient in Word, Excel, PowerPoint, and Prezi



Charles D. Garcia

(773) 325-7526 CDGarcia14@gmail.com www.linkedin.com/cdgarcia14/en

Summary

Junior within nationally renowned Center for Sales Leadership program with more than seven years of customer service experience in various industries. Active member in University's Emerging Leaders Program looking to further develop professional sales experience.

Education

DePaul University, Chicago, IL
Driehaus College of Business
BSB, Double major in Marketing, Sales Leadership concentration, and Finance
GPA: 3.5/4.0

Expected June 2014

Sales Experience

Chicago White Sox, Chicago, IL
Sports Sales Leadership Course

Sept. 2012 – Present

- Throughout the quarter-long class afforded hands-on athletic sales experience; conducting an average of 80-100 calls bi-weekly to help increase sales and game attendance.
- Communicate new ticket offers to students and alumni, in-person and over the phone, while honing techniques learned in class, and currently average \$200 in sales.
- Gain knowledge of marketing and entering details of customer information.

Mystic Pizza, Prior Lake, MN
Seasonal Host and Waiter

- Monitored and coordinated where averaging 200 customers in evenin
- Facilitated high-quality service to c and assisting customers with any r
- Assisted owners in training new en addition to waiting on customers; a which is still utilized in the restaura

Emerging Leaders Program, Chicago, Participant at DePaul University

- Leadership certificate program is a abilities for undergraduate student: Communications to Ethics and Soc

Other Experience

Jackson & Sons, Co., Prior Lake, MN
Seasonal General Contractor Assista

- Reviewed and clarified contractor's time and questions for all parties to best experience possible for its clie

Skills

Basic in SPSS, and Goldmine
Proficient in POS systems, Excel, Pov

Marketing,
Sales Leadership
Concentration
(Double Major)

Taalib G. Kweli

512.342.9073 T_Kweli@gmail.com www.linkedin.com/taalibkweli/en

SUMMARY

Motivated individual with relevant CPG, Category Management experience; works well in team-based projects specifically using syndicated data, Nielsen Answers; passion to grow in the CPG industry, becoming proficient in Answers, Symphony IRI; and enhancing leadership skills.

EDUCATION

DePaul University, Chicago, IL
Driehaus College of Business
BSB, Marketing, Sales Leadership – Category Management focus
GPA: 3.3/4.0

Expected June 2013

RELEVANT COURSEWORK

Principles of Category Management	Consumer Behavior	Effective Business Communication
Science of Retail Marketing Strategy	Business Law	Principles of Marketing
Sales and Networking	Marketing Analysis	

EXPERIENCE

Science of Retailing course, Chicago, IL
Consultant Project

Sept. 2012 – Present

- For entire quarter worked directly with a top Midwest retailer, and a global energy-drink manufacturer; dedicated over 100 hours of research, teamwork, and data analysis to find growth opportunities.
- Recognized \$50 MM gap between 2011-2012 All-Store All Commodity Volume and broke down gap to show potential product expansion opportunities.
- Broke down raw data, created tables, charts, and graphs to better communicate findings that were both applicable to the retailer, and the manufacturer.
- Presented findings to Senior Executives representing the top retailer, and the global manufacturer; both parties were very receptive to the suggestions and recommendations presented, resulting in positive marks for the class.

The Container Store, Northbrook, IL
Part-Time Sales

Aug. 2010 – Dec. 2012

- Led the 2011 Spring Organization Sales Campaign; increased motivation among all full and part-time employees resulting in meeting 100% of sales targets over three months.
- Received multiple unsolicited customer comment cards praising communication skills, such as in actively listening to concerns, which furthered customer loyalty and increased repeat business.

Special Olympics, Illinois & Kansas

Jan. 2010 – Dec. 2011

Illinois Student Representative for Project UNIFY

- Nominated as one of two students leaders to represent Illinois at 2010 Special Olympics Youth Activation Summit and Conference in Topeka, Kansas.
- Developed and hosted Illinois's first Special Olympics Youth Leadership Conference, educating students and educators on the power of social justice and inclusion towards those with and without intellectual disabilities.
- Assisted in formulating Illinois's first unified high school sports program for young people with different abilities.

SKILLS

In progress to become CPCA certified, Category Analyst

Basic in AX Dynamics, Nielsen Answers, Spaceman, Excel, Power Point, Prezi and Word

Marketing,
Sales Leadership,
Category Management
Focus
(Relevant Coursework)

EDUCATION

DePaul University, Chicago, IL Expected June 2014
 Driehaus College of Business,
 BSB, Double major in Management, Operations Management concentration, and Finance
 GPA 3.3/4.0

EXPERIENCE

Franklin Staffing Agency, Monrovia, IL June 2012 – Present
C.H. Robinson, Chicago, IL
 Accounts Assistant

- Assist in communications for clients' supply chain operations from start to finish using the third party provider role; making sure updates on delivery and estimated arrival times are communicated appropriately.
- Gather information for management team and assess what would present the most effective solution for transportation needs of clients, such as considering less-than-truckload for truckload, rail, air, or a combination of these modes.
- Maintain marketing database with referrals and organic leads, accurately entering information and notes to ensure the sales team can efficiently retrieve data.

Kennedy Bus Lines, Santa Rosa, CA
Seasonal Assistant Charter Manager

- Organized and scheduled 15 drivers in 20 additional activities and events, safely.
- Communicated with schools and other organizations on location, pick-up times and passenger capacity business.
- Printed route directions daily for drivers assistance, or updates related to passenger

Carter Refrigeration, Santa Rosa, CA
Part-Time Production Assistant

- Delivered support on operational tasks, inventory, and recording tracking of shipment
- Prepared and distributed employee schedules ensure employees were up-to-date with schedule at work.
- Built and sustained strong relationships with 110 employees across three departments
- Provided manufacturing support throughout

The Buddy Walk for Down Syndrome,
Lead Fundraiser for Team Willpower

- Raised more than \$2,000 through the charity walk
- Organized a team of 10 and raised awareness

SKILLS

Proficient in Access, Excel, One Note, PowerPoint



Chris L. Arie
 (312) 362-5220 CLArie@gmail.com
<http://www.linkedin.com/in/chrisarie>

Education:

DePaul University, Chicago, IL Expected December 2012
 Driehaus College of Business
 BSB, Double major in Real Estate, and Finance
Awards: The Michael J. Horne Endowment

Experience:

E. Gray Commercial Real Estate Advisors, Chicago, IL Oct. 2012 - Present
Intern – Outside Consultant

- Researched assets for more than 200 prospective Midwest companies seeking location upgrades
- Redesigned company's database platform, which increased ease and efficiency for the organization's 500 employees
- Developed quarterly market data reports based on local economic and financial data for department managers, which was then presented to Executive team

Ray Ratings Ltd., Chicago, IL Aug. 2011 - Sept. 2012

Summer Intern – Associate/Junior Analyst

- Created weekly asset summary reports to recognize the volatility regarding the company's investments
- Fulfilled due diligence and property/portfolio cash flow analysis
- Conducted surveillance performances and updated portfolio profit margins

Perriand Investment Real Estate, Los Angeles, CA June 2011 - Aug. 2011

Investment Analyst (Virtual Relations)

- Researched and analyzed Los Angeles County, and similar-sized cities, for key economic indicators that would lead to further investments; leading to strategic investments aligning with organization's five-year goals
- Analyzed an estimated 100 prospective multi-family units, commercial properties, and hotels for national clients to make sound investment decisions

Wright Residential Properties, Chicago, IL May 2010 - Sept. 2010

Intern - Assistant to Senior VP of Operations & Relocation

- Developed competitive marketing plans for agents based on data-mining and conducting more than 100 interviews of current clients, furthering the organizational goal of strengthening customer relationships
- Designed company training videos about Web 2.0, and the latest real estate tools
- Entrusted to redesign the company's award winning website for maximum user proficiency, which resulted in an overall increase of visitors' time spent on site

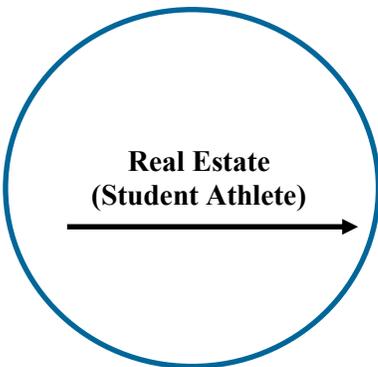
Other Experience:

DePaul University Track and Field Team Aug. 2008 - Present

- Led the nation with the highest cumulative team G.P.A. (2008-2009) as a walk-on recruit for 300 and 100 meter hurdles
- Named to the 2009, 2010, & 2011 Big East All-Academic team

Skills:

Basic in:
 Google Analytics Connect Multiple Listing Service of Northern Illinois
 Bloomberg Reporting Quick Books
 Sage Act: Premium 2011 Global Investment Enterprise
 Midwest Real Estate Directory Excel, PowerPoint, Word, and Prezi



Resume Writing Resources

ACTION VERBS AND TRANSFERABLE SKILLS

Beginning each bulleted accomplishment statement with a strong action verb helps to highlight your successes and allows a reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to help get you started.

A	Consulted	Evaluated	Integrated	Planned	S
Achieved	Contrasted	Examined	Intended	Posted	Scheduled
Acted	Controlled	Executed	Interviewed	Prepared	Selected
Adapted	Converted	Expanded	invented	Prescribed	Separated
Adjusted	Convinced	Expedited	Investigated	Presented	Served
Administered	Coordinated	F	L	Priced	Serviced
Advanced	Counseled	Facilitated	Launched	Processed	Set up
Advised	Counted	Filed	Lectured	Produced	Simplified
Altered	Created	Filled	Led	Promoted	Sold
Analyzed	Cultivated	Forecasted	Liaised	Proposed	Solved
Appraised	D	Formulated	Logged	Protected	Specified
Arranged	Decided	Fostered	M	Provided	Started
Assembled	Decreased	Fulfilled	Maintained	Purchased	Strategized
Assessed	Defined	G	Managed	R	Streamlined
Audited	Delivered	Gained	Manufactured	Realized	Strengthened
B	Demonstrated	Gathered	Marketed	Received	Studied
Balanced	Designed	Generated	Measured	Recommended	Summarized
Budgeted	Detected	Grew	Mediated	Reconciled	Supervised
Built	Determined	Guided	Mentored	Recorded	Supplied
C	Developed	H	Migrated	Recruited	Supported
Calculated	Devised	Handled	Minimized	Redesigned	T
Calibrated	Diagnosed	Headed	Monitored	Reduced	Tested
Categorized	Differentiated	Hired	Motivated	Referred	Tracked
Charted	Distributed	I	N	Removed	Trained
Classified	Documented	Identified	Negotiated	Reorganized	Transformed
Coached	Doubled	Illustrated	O	Repaired	Translated
Collected	Drafted	Implemented	Obtained	Reported	Troubleshoot
Combined	E	Improved	Operated	Represented	U
Communicated	Edited	Increased	Orchestrated	Researched	Updated
Compiled	Eliminated	Influenced	Ordered	Resolved	Upgraded
Composed	Encouraged	Informed	Organized	Restructured	V
Computed	Engineered	Initiated	Originated	Revamped	Verified
Conducted	Enhanced	Inspected	Oversaw	Reviewed	W
Configured	Ensured	Installed	P	Revised	Weighed
Consolidated	Established	Instituted	Performed	Revitalized	Wired
Constructed	Estimated	Instructed	Persuaded	Routed	Won

Story Map

The diagram is a story map template. It features a central box labeled "TITLE and AUTHOR:" with a thick border. Five lines radiate from this central box to five surrounding boxes: "OUTCOME" (top-left), "PROBLEM" (top-right), "CHARACTERS" (middle-left), "ACTION" (middle-right), and "SETTING" (bottom). Each of these five boxes has a thin border and contains the text "Type here" below the title. The "SETTING" box is significantly larger than the others and spans the width of the entire map.

OUTCOME
Type here

PROBLEM
Type here

CHARACTERS
Type here

TITLE and AUTHOR:

ACTION
Type here

SETTING
Type here

Career Center Resources

❖ Career Center Online

Careercenter.depaul.edu

The starting point for all things career-related, from resources like career outcomes data to career and major advice.

[YouTube Channel](#)

Videos of previous panels, events and more can be accessed here.

❖ Career Advisors

Each College has a [Career Advisor](#) and assist students and alumni for their respective majors. The Driehaus College of Business Career Advisors are located in the Loop Campus.

❖ Peer Career Advising

Located at both the Lincoln Park and Loop campuses. Peers are helpful for those beginning to craft their resume, or are working on editing their first-drafts.

❖ Alumni Sharking Knowledge (ASK)

Ask.depaul.edu

A network of DePaul alums who recently graduated or have been in the field for a while who volunteer to share their knowledge with students. They can assist in numerous ways, from sharing career insights to practice interviews. Some are willing to openly share their unique life experiences, like being first in family to graduate, LGBTQ, being an international or out-of-state student, as a way to help others currently going through similar circumstances.

❖ The Writing Center

From [Grammar and Mechanics](#) resources to individual attention regarding all kinds of writing projects, like resume sentence writing, the [center's tutors](#) are available to help.

DePaul University Career Center



Lincoln Park Campus
2320 N Kenmore Ave., SAC 192
Chicago IL, 60614
(773) 325-7431

Loop Campus
1 E. Jackson Blvd, Suite 9500
Chicago IL, 60604
(312) 362-8437