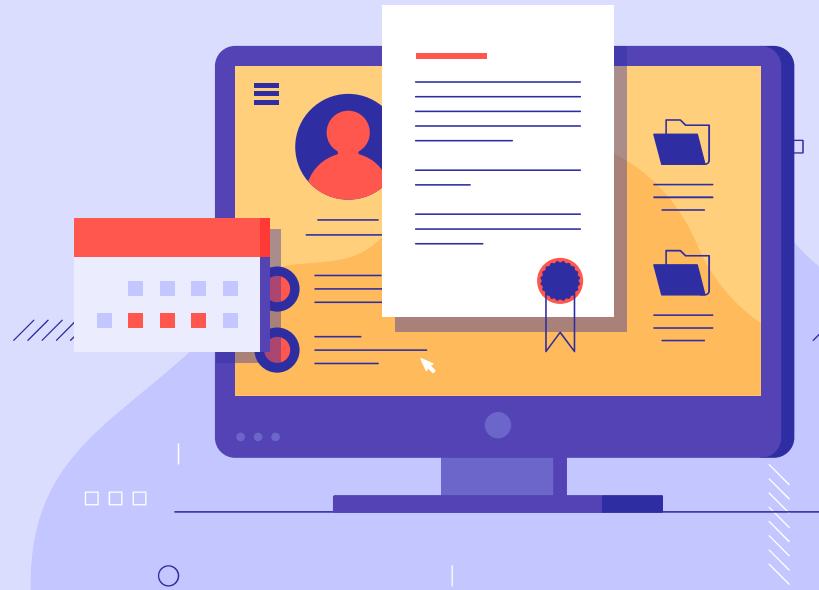


//PREPARI NG YOUR RESUME

Paul Barnabas





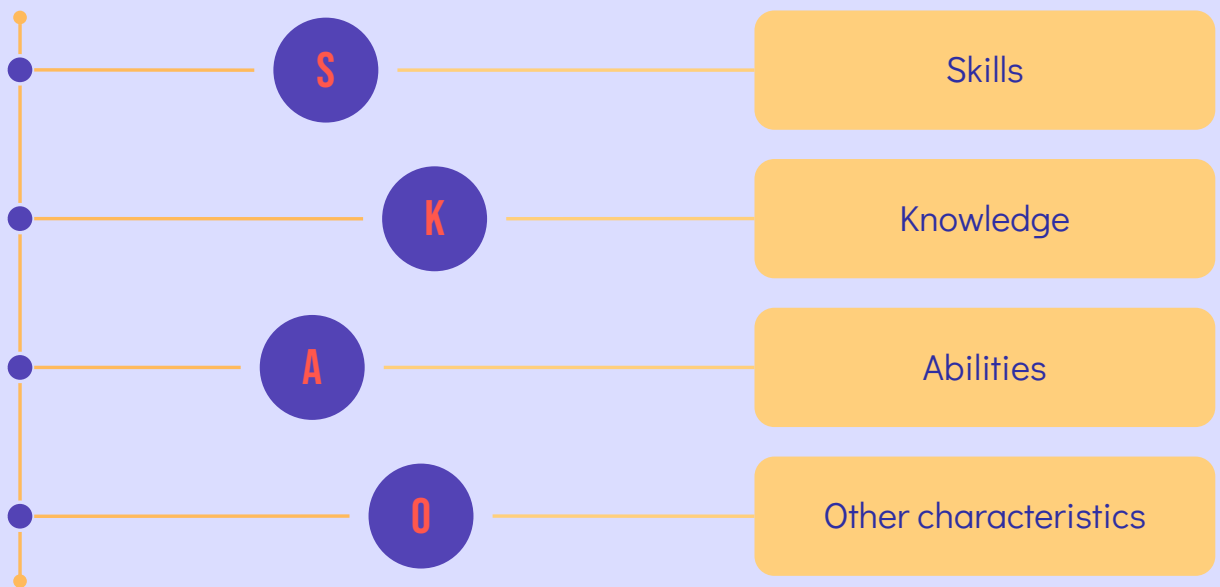
INTRODUCTI ON

A resume is a document that summarizes your education, skills, and work experience

Used to obtain interviews

Required for Handshake between Interviewer and Interviewee

RESUME SHOWCASES



SKAO PERCENTAGES



RESUME FORMATS



CHRONOLOGICAL

lists your jobs starting with the current or most recent one at the top and focuses on your work history and professional achievements



FUNCTIONAL

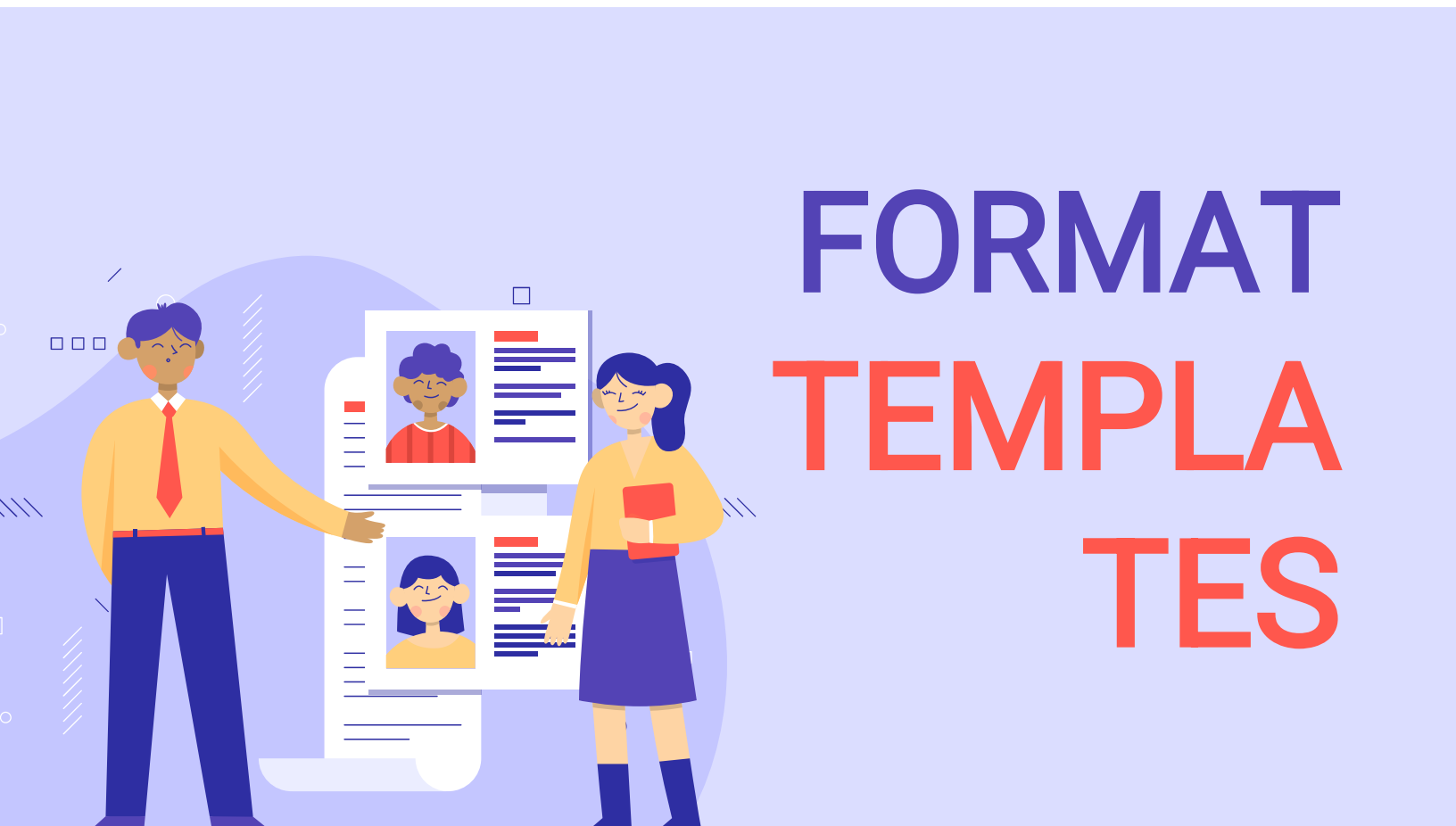
focuses on transferable skills and experience and used by career changers or candidates who have employment gaps.



COMBINATION

combines the best features of a chronological resume and a skills-based resume. Its focal point is your skills summary

FORMAT TEMPLA TES



01

CHRONOLOGICAL

RESUME SUMMARY OR RESUME OBJECTIVE

WORK EXPERIENCE

EDUCATION

ADDITIONAL SECTIONS

Frank Shelby

Master Electrician

Dependable master electrician with 10+ years experience with construction, residential, and industrial electrical installations. Substantial knowledge of industrial control, circuit management, and power distribution. Named Mosaic Life Claire's employee of the year for 3 years in a row.

Experience

2012-03 - present **Master electrician**
Mosaic Life Claire, St Joseph, MO

- Interpreted contract plans and specifications: one-line diagrams, cable and conduit schematics and wiring diagrams.
- Installed and repair electrical systems, wiring, fixtures, motors per plans.
- Supervised and assigned work to apprentices, electrical helpers, and journey-level electricians.

- Trained and mentored electrical apprentices.
- Diagnosed problems and checked leakages in low and high voltage systems.
- Took the highest level of care for keeping the workplace area safe and organized by implementing the NEC safety regulations and guidelines.
- Installed circuit breaker panels, switches, relays, and grounding leads.

Key achievements:

- Increased efficiency by 33% by identifying our client's complex wiring issue.
- Scheduled a repair plan and supervised a team of 6 specialists.
- Supervised an internal training program, fully trained 11 apprentices.

2007-10 - 2012-02 **Journeyman maintenance electrician**
Mosaic Life Claire, St Joseph, MO

- Troubleshoot and maintained electrical work on low and high voltage equipment including variable frequency and DC speed control equipment.
- Installed, maintained and repaired switchboards and circuits.
- Carried out preventive maintenance on electrical circuits and machinery.
- Repaired a variety of telemetry systems: two-wire alarm circuits, security systems, fire alarm devices and other electronic alarm systems.

Key achievement:

Installed energy saving devices which reduced the client's quarterly electricity consumption costs by 24% without affecting power efficiency.

2003-04 - 2007-08 **Electrical helper**
Tradesman International, Overland Park, KS

- Helped with installing wiring and conduits: struts and MS cables.
- Used measuring tools to measure and cut wire and conduit.
- Assisted in maintaining electrical tools and equipment.
- Prepared cost estimates for materials and services.

Education

2005-10 - 2007-07 **Associate of Science in Electrical Technology**
 Johnson County Community College, Overland Park, KS

Certificates

2016-01 **Certified Electrical Inspector - Master** (International Association of Electrical Inspectors)

2010-07 **ALA Certified Lighting Consultant** (American Lighting Association)

Personal Info

Address
 2823 Olive St
 St Joseph, MO 64507
 USA

Phone
 415 555 2671

E-mail
 francis.s.shelby@gmail.com

LinkedIn
 linkedin.com/in/frank-sean-shelby/

Skills

Analyzing blueprints
 ●●●●○ Advanced

Programmable Logic Controllers
 ●●●●○ Advanced

Industrial control systems
 ●●●●○ Intermediate

Wiring diagrams
 ●●●●○ Advanced

Mathematics knowledge
 ●●●○ Basic

Mentoring
 ●●●●○ Advanced

Customer service
 ●●●○ Intermediate

Languages

Spanish
 ●●●○ B2

Interests

Astronomy (life-long subscriber of Sky&Telescope)
 Rock music (AC/DC, Black Sabbath, The Rolling Stones)

CONTACT INFORMATION

SKILLS

ADDITIONAL SECTIONS

02

FUNCTION

Thomas Blumenthal

Public Relations Specialist

Personal Info

Address
713 N 4th St,
Philadelphia,
PA 19123,
USA

Phone
202-555-0173

E-mail
thomas.j.blumenthal@gmail.com

WWW
www.thomblumenthalcreative.com

LinkedIn
linkedin.com/in/thomblumenthal81

Twitter
twitter.com/thomnyblum81

Software

MS Office Suite
████████████████████

Wordpress
████████████████████

Adobe PS
████████████████████

InDesign
████████████████████

Languages

English
████████████████████ Native/bilingual

Hebrew
████████████████████ Native/bilingual

German
████████████████████ Full working proficiency

Spanish
████████████████████ Intermediate

Results-driven Penn graduate in Journalism and Social Communication seeking to leverage two years of internship and freelancing PR experience with Newton Software Communications Team. Experienced in producing engaging online content (see my portfolio here) and press releases for tech start-ups and local IT companies. Non-profit blogger at www.pr-matters.wordpress.com. Interested in new digital PR solutions including automatization of customer relations and productivity increase in generating leads in international digital and traditional media outlets.

Skills Summary

RESEARCH

Able to work with many kinds of clients in a wide variety of fields. Excellent at researching clients' brands, industries, and markets very quickly and efficiently.

WRITING

Skilled at writing all types of Public Relations texts: press releases, blog posts, bulletins, emailing campaigns (outreach emails, sales emails, engagement emails). Able to produce up to 3,500 words of great, unique content on a daily basis.

CREATIVITY

Able to come up with innovative solutions to all types of problems and crises. Excellent in designing and implementing both ATL and BTL Public Relations and Marketing campaigns in collaboration with graphic designers and art directors.

SOCIAL MEDIA RELATIONS

Proficient at managing social media relations across all major social media platforms: Facebook, Twitter, Instagram, LinkedIn, Pinterest, Tumblr, Google+.

TIME MANAGEMENT

Able to juggle multiple clients and projects. Have mastered prioritizing deadlines and task. Great at physical office administration and organizing paperwork.

Experience

- 2017-09 - present **Public Relations Intern**
Adidas Originals, Philadelphia, PA
- 2015-06 - 2015-08 **Office Assistant**
Ogilvy and Mather, Philadelphia, PA

Education

- 2012-08 - 2017-05 **University of Pennsylvania, MA in Journalism and Social Communications**

Christian Hybrid

IT Manager

Personal Info

Address
970 Drummond Street
Newark, NJ 07102
USA

Phone
202 555 0177

E-mail
christian.w.hybrid@gmail.com

WWW
futuresnow.chrisybrid.com

LinkedIn
linkedin.com/in/chris-hybrid

Twitter
twitter.com/chrisybridofficial

Additional skills

Adobe Photoshop Excellent

InDesign Excellent

CRM platforms Proficient

Google Analytics Proficient

Google AdWords Advanced

Languages

Spanish C1

German B2

Skills Summary

Programming and App Development

- Developed and built 20+ mobile apps and 30+ websites providing exceptional user experience.
- Named BCD M&E's "Top Programmer of The Year" for three consecutive years 2009-2011.
- 15+ years experience in C/C++, Cocoa, and Objective-C.
- C Certified Professional Programmer (2006), C++ Certified Professional Programmer (2009).

Leadership

- 8+ years experience in team management (teams of 10-50 colleagues) and project coordination.
- Designed and implemented a new IT management model with Apple's New York Branch, increasing the quarterly productivity by 33% and resulting in increase in employee satisfaction.
- Trained and mentored 50+ junior developers for certification exams (88% success rate).

Business Management

- Coordinated 20+ projects with a budget over \$200,000.
- Optimized procurement processes to reduce BCD M&E's annual costs by 27%.
- Successfully cooperated with sales and marketing teams on new business strategies which helped increase Apple New York's sales volume by 23%.

Experience

2012-03 - present **IT Manager**
Apple, New York City, NJ

- Supervised the IT team in creating mobile apps providing the best user experience for Apple's customers all over the world.
- Developed, reviewed, and tested innovative and visionary new applications using emerging technologies.
- Guided talent that provides technical support and training while working in partnership with the business team.

2006-08 - 2012-02 **Senior IT Specialist**
BCD M&E, New York City, NJ

- Developed, reviewed, and tested websites for internal and external stakeholders, led innovation in mobile applications.
- Cooperated with procurement teams in optimizing procurement processes.

2002-09 - 2005-12 **Programmer**
Oracle, Redwood City, CA

Education

2001-09 - 2002-06 **MS in Computer Science, Distinction**
The City College of New York, New York City, NJ

1997-09 - 2001-06 **BS in Computer Science**
University of California, Berkeley, CA

RESUME FORMAT COMPARISON

	CHRONOLOGICAL	FUNCTIONAL	COMBINATION
PROS	<p>Highlights experience and achievements</p> <p>Easy to scan</p>	<p>Highlights your skills</p> <p>Good for creatives with a varied portfolio</p>	<p>Highlights your skills and experience</p> <p>Masks gaps in employment.</p>
CONS	<p>Requires consistent formatting</p>	<p>Difficult to scan</p> <p>Conceals your</p>	<p>Only for highly-specialized professionals</p>

FEATURES OF A GOOD RESUME



SPECIFICITY

Should be tailored to the specific job or industry you are applying for



HIGHLIGHT

Should highlight your achievements and accomplishments,



CLARITY

Should be concise, clear, and consistent in format and style



ERROR-PROOF

should be proofread and checked for errors before sending it to employers

EFFECTIVE BULLET POINTS (WHO)

W

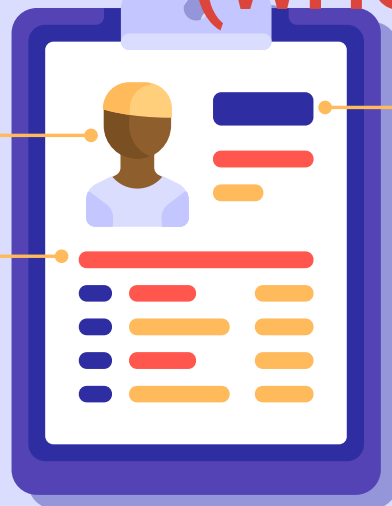
What did you do?

H

How did you do it?

O

What was the outcome?



TEAM LEADER

“I managed a team of 10 direct report professionals by using organization and time management that led to 90% of performance feedback satisfaction rates.”

RECOMMENDATIONS



FORMAT & STRUCTURE

Concise, clear fonts, organize content, and consistent formatting.



VISUAL APPEAL

Use white space, add headings and bullet points



CUSTOMIZATION

Customize your resume for each application



SKILLS

Add a dedicated section for both hard and soft skills



EDUCATION AND CERTIFICATIONS

Include degrees, certifications, and academic honors.



ACTION VERBS

Designed, Supervised, Created, Tested, Saved

RESUME RESOURCE

A

<https://app.rezi.ai/>

Create and download 1 Free Resume

B

<https://app.wonsulting.ai/login>

Create and download free Resume and Cover



THANKS!

Do you have any questions?

paul.barnabas@outlook.com

@askpaulbarnabas

