



# Professional Resume Builder

## Career Planning Guide

**The following are suggestions that you should consider when writing and sending your resume to prospective employers:**

- Use white or light-colored paper in standard size (8 ½ x 11 inches). Many office supply stores sell resume paper.
- Be sure to include a cover letter with mailed and emailed resumes. When you email a resume and cover letter, save both documents together as one PDF and attach it to the email, or attach your resume as a PDF and use your cover letter as your email body.
- The resume should be easy to read, crisp, and have a consistent format.
- Always keep your resume up to date!

**Many companies use Applicant Tracking Systems (ATS), which scan resumes for key words and themes that match the job description.** These words identify skills that the company is looking for to fill specific job postings. However, due to the use of this software, there are specific ways a resume should be formatted so that it will scan properly into the company's system.

- Do not use a template, invisible text boxes, special graphics, color, or shading. Always use a blank Microsoft Word document to create a text-only version of your resume for online submissions. Always submit your resume in a .pdf format and save more creative versions of your resume to hand to an employer in person.
- Use standard, non-decorative fonts in black ink only. Font sizes should be 14-16pt for your name and 10-12pt for the body of your resume.
- Margins should be equally set between .6 – 1 inch on all sides.
- Avoid folding or stapling your resume. If your resume is more than one page, create a header and/or footer with your name, contact information, and page number.

**Key words describe skills using nouns and action verbs and are very important in your resume.**

Companies usually indicate key skills they are looking for in the job posting.

- Use synonyms in your resume – if you use the word “Attorney”, also use the word “Lawyer”.
- Do not use “I”, “me”, “my”, or other personal pronouns – simply begin statements with strong action verbs to describe what you did. Avoid writing in complete sentences on the resume.
- Key words = experience + knowledge (be honest and do not exaggerate your skills).

**Always proofread your resume before you submit it!**

- **Do the basics**
  - Proofread for spelling, grammar, and tone. (Ask friends to proofread, too.)
  - Use a simple, easy-to-read typeface.
  - Follow instructions in the job posting. If the employer asks for information—such as references or writing samples—provide it.
  - If you're applying by e-mail, your cover letter should be contained in the e-mail. If you're applying online and there's no space indicated for a cover letter, put your cover letter in the comments section.
  - Don't let the informality of e-mail and text correspondence seep into your communications—whether e-mailed, online, or written—with potential employers.
- **Organize your resume for the employer**—Organize your resume information in a logical fashion. Keep descriptions clear and to the point. As possible, tailor your resume to the job and employer, emphasizing skills, experiences, abilities, and qualifications that match the job description.
- **Customize your response**—Address the hiring manager directly, if possible, and include the name of the company and the position for which it is hiring in your cover letter/e-mail response.
- **Make it easy for the hiring manager**—Use your name and the word "resume" in the e-mail subject line so it's easy to identify.
- **Focus on the skills and abilities you can bring to the employer, not what you want from the job**—In your cover letter, answer the questions: What can you do to make the hiring manager's life easier? What can you do to help the company? This is your opportunity to market yourself and stand out from the other candidates. Your resume should support that.
- **Be professional**—Use a professional-sounding e-mail address or voice mail/answering machine message.

*(Source: NACE – National Association of Colleges and Employers, <https://www.nacweb.org/>)*

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## SUMMARIES

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A summary takes the place of an objective statement when a candidate has relevant experience in the field to which he/she is applying. A summary is longer than an objective and highlights the desired position and a few relevant qualifications.

**NOTE: THE FOLLOWING SAMPLES ARE FOR REFERENCE PURPOSES ONLY – DO NOT COPY.**

*Samples are based on examples presented in “Modernize Your Resumes and Cover Letters” by Wendy Enelow and Louise Kursmark of The Resume Writing Academy and Career Thought Leaders Consortium.*

## MODERN STYLE:

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### **Health and Social Service Manager**

Mental Health Program Coordinator | Social Worker Case Manager

**Bilingual (English-Spanish) healthcare leader delivering top-notch health and social service outreach in rural and urban communities since 2009**

### **Forensic Science Technician**

*Passion for Science and Discovery*

**BS in Biology and Criminology** – Experience collecting, identifying, classifying, and analyzing physical evidence through classroom projects, criminal investigation internship, and study abroad

### **Programmer Analyst / Software Developer**

Analytical Thinker with 5+ Years’ Experience in the Healthcare and Pharmaceutical Industry

#### ***Technical Expertise Includes:***

Command Interpreters • MySQL software • IEA Software Emerald • Microsoft Access  
Microsoft Visual Basic • C++ • Python • HTML • JavaScript

### **Accounting & Finance**

Taxation & Audit ▪ Financial Planning & Investment

Intuit QuickBooks ▪ ERP Software ▪ Oracle PeopleSoft ▪ MS Excel ▪ HR Block Tax Software

## TRADITIONAL STYLE:

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- **Outgoing and articulate**, with excellent people skills. Frequently commended for communication and interaction skills with customers and colleagues.
- **Proven ability to learn, retain, and apply new information quickly**, with solid academic and employment achievements.
- **Leadership abilities**. Consistently gained increased responsibility through employment history and academic pursuit. Sound judgment and solid decision-making skills.

**Detail-oriented, high-energy Mechanical Engineering graduate** with keen problem-solving and analytical skills as evidenced by the ability to provide analysis and recommendations to improve plant operations. Strong interpersonal, planning, and organizational skills as demonstrated in mechanical engineering internships.

- Contribute independently, or as part of a team, to coordinate and manage products ranging from floor layout designs and thermodynamic calculations to the reproduction of obsolete parts.
- Excellent performance records and personal reviews in three previous co-op positions.

## RELEVANT COURSES

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The Relevant Courses section should be used on the resume to demonstrate your knowledge of the industry when you have little to no relevant work experience. Choose your most impressive courses; try to avoid listing the entry-level ones.

This section is best paired with the Academic Projects section. Together, both sections are an excellent way to utilize your degree for your job goal.

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### TWO COLUMN SAMPLE:

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#### RELEVANT COURSES

Financial Accounting  
Calculus  
Macroeconomics

Management Accounting  
Business Finance  
Organizational Development

### THREE COLUMN SAMPLE:

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#### RELEVANT COURSES

Digital Circuits  
Hardware Modeling  
VLSI Design

Information Security  
Advanced Systems  
Numerical Analysis

Digital Logic  
Computer Graphics  
Automata Theory

## ACADEMIC PROJECTS

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Academic projects are used to demonstrate your knowledge of an area or industry when you have little or no experience. Anything done in class, except tests, can be presented as a project. Examples include presentations, papers, group work, case studies, lab reports, and research.

All academic projects should be written in active voice using the strongest action verbs possible. In this suggested format, include a title and keep the overview to two to three lines, providing only enough information so the prospective employer can ask questions. If the project is too in-depth to present in two or three lines, use two or three bulleted statements instead of the paragraph format.

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### Software Engineering Group Project

Fall 2021

- Designed library catalog web system using 3-tier, client-server model.
- Presented project plan, software requirement specification, non-functional specification, detailed case analysis technical specification, and test plan.

### Java Programming Project

September 2021 - December 2021

- Computed United States Golf Association Handicap Index for any number of golf players, designing a simple- to-install and easy-to-use application.
- Created user-friendly interface to input players' performances and display handicap.

### Comparison of Accounting Systems

Spring 2022

Researched and compared the accounting systems of two international companies to determine long-term strategic direction and make financial recommendations for improving revenue.

### Investment Management

May 2021

- Managed investment portfolio in Stock-Trak Simulation using XYZ technology.
- Determined successful investment strategies, tested theories, and researched various markets.

### Psychology Research Project

October 2020 - December 2020

Investigated psychophysiology, schema, and depression in young adolescents. Conducted physiological measurement and clinical diagnostic interviewing to determine patterns of behavior.

### 3D Graphic Design Project

Fall 2020

- Created a 3D model of the skeletal infrastructure of a 20-story building in intricate detail using Maya software
- Ensured measurement and layout accuracy through careful architectural research

## RESULT/ACCOMPLISHMENT STATEMENTS

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Result and accomplishment statements are used when describing previous experience to show the employer written proof of your results, achievements, and successes. They demonstrate what is unique about you and how you can add value to a potential position by citing specific examples. Simply listing duties or responsibilities from your job description is not enough – focus on what you did and how your efforts impacted your position, the project, or organization.

To help get you in the mindset of writing result and accomplishment statements, ask yourself some of these questions:

- What was the purpose of this work? How was this work relevant to the organization?
- Which goal(s) was I contributing to? What value or benefit did I add?
- How did I go above and beyond basic job duties? Compared to others in my position, how did I stand out?
- Did this work save time/money, increase customer satisfaction, design/improve a process or policy, etc. Did I achieve more with less; complete something ahead of schedule/budget?
- Did I receive a promotion and/or recognition during my employment? Did I consistently maintain or hit above personal or company goals or quotas?

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You can develop result and accomplishment statements using several methods, which are described below:

### SOAR

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**Statement of Action** – What did you do? (Action verb)

**Occurrence of Action** – How often action occurred/took place (daily, weekly, annually, etc.)

**Amount of Action** – How much, how many? (20%, 50+, over 100, \$1M, etc.)

**Result of Action** – Result/outcome of efforts (increased, decreased, designed, saved, implemented, etc.)

Statement – Managed a technical crew

Occurrence – Managed a technical crew on a daily basis

Amount – Managed a technical crew of over 20 people on a daily basis

Result – Managed a technical crew of over 20 people, on a daily basis, that increased production 3 quarters in a row

### WHO

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**W** - What you did

**H** - How you did it (Skills/technology)

**O** - Outcome/result

### STAR

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**Situation/Task** – Situation or task at hand

**Action** – Action taken

**Result** – Result of action taken

### ADDITIONAL RESULT/ACCOMPLISHMENT STATEMENT EXAMPLES:

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- Selected as Freshman Orientation Leader; acclimated 150 new students to college environment through guided tours of campus and presentations over a 3-day period.
- Led 8-member team project that collected new hire data from 350 employers in the Dallas-Fort Worth metroplex.
- Redesigned company accounting and payroll systems by implementing new, electronic reporting system which decreased turnaround time for reimbursements.
- Trained over 200 new insurance agents in a 2-month time frame on the legal, ethical, and regulatory aspects of insurance and securities sales.
- Innovated blood drive volunteer system, which increased student and faculty participation by 20%.
- Recognized and promoted to Assistant Sales Manager within 1 year for consistent customer service-oriented attitude, product knowledge, and leadership capabilities.

## TRANSFERABLE SKILLS

You have obtained many skills throughout your life: working, being a student, participating in extracurricular activities, and even personal experiences have all contributed to your skill set. Skills which can apply to many different jobs or areas are called transferable skills. They are especially handy to use if you have no relevant work experience or if you are changing career paths. Incorporating these into your work experience section will help showcase the applicable skills you have to offer the employer. Remember, **simply listing that you have these skills is not enough**. You must include **how** you used these skills in order to prove you possess them and show how they are relevant and applicable to the employer.

Below is a list of transferable skills to help you get started.

### Communication

Speaking effectively	Providing appropriate feedback	Negotiating and persuading
Listening attentively	Perceiving nonverbal messages	Speaking a foreign language
Writing concisely	Facilitating group discussion	Reporting information
Editing	Expressing ideas	Describing feelings

### Research and Planning

Creating ideas	Forecasting, predicting outcomes	Gathering information
Setting goals	Extracting important information	Synthesizing data
Imagining alternatives	Identifying resources	Solving problems
Analyzing	Developing evaluation strategies	Defining needs

### Human Relations

Developing rapport	Perceiving feelings and situations	Representing others
Being sensitive	Providing support for others	Cooperating
Counseling	Delegating with respect	Motivating
Asserting	Conveying feelings	Listening

### Organization, Management, and Leadership

Initiating new ideas	Decision making with others	Coordinating tasks
Managing groups	Delegating responsibility	Promoting change
Managing conflict	Selling ideas or products	Counseling
Coaching	Handling details	Teaching

### Work Survival

Being Punctual	Setting and meeting deadlines	Attending to detail
Meeting goals	Implementing decisions	Enforcing policies
Cooperating	Accepting responsibility	Making decisions
Organizing	Managing time	Enlisting help

### Computer and Technical

Design systems	Troubleshooting	Advanced quantitative abilities
Test and measurement	Classify, analyze, and quantify	Networking protocols
Logical thinking	Data integration	Security applications
Problem solving	Product applications	Internet and web graphics



## TRANSFERABLE SKILLS: SAMPLES

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Here are some examples of how to use transferable skills to improve on basic job descriptions and prove to the employer that you possess relevant job-related skills. Remember to focus on results and accomplishments rather than simply listing duties and responsibilities.

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### For a **Server:**

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**Before:** Provided customer service to customers.

**After:** Gained and maintained clientele of regular customers through reputation as an excellent server.

**Before:** Sold desserts and appetizers to customers.

**After:** Effectively utilized marketing strategies to upsell items and become top seller in the section.

### For a **Front Desk Worker:**

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**Before:** Helped with events.

**After:** Recruited by director for two consecutive years to organize and promote school-wide participation in the department's annual program.

**Before:** Interacted with customers.

**After:** Interacted with customers, speaking clearly to ensure proper communication of policies.

### For a **Sales Associate:**

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**Before:** Responsible for opening and closing store as Keyholder.

**After:** Fast-track promotion from Sales Associate to Keyholder for exceptional communication skills and devotion to promoting the store's brand.

**Before:** Sold shoes, purses, and other accessories.

**After:** Exceeded daily sales goals regularly, serving 50+ customers a day with a high customer satisfaction rating.

### For a **Camp Counselor:**

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**Before:** Worked summers at a Girl Scout camp.

**After:** Supervised at Girl Scout camps in the area, developing study skills, fostering creativity, and encouraging an appreciation for the outdoors.

**Before:** Taught valuable skills.

**After:** Collaborated with upper management to teach at-risk youth leadership and teamwork skills.



## ACTION VERBS

When describing a current job or project, use these verbs; if you are describing a past job or project, make sure to change these verbs into their past-tense endings.

**Bolded** words are especially good for describing accomplishments.

### MANAGEMENT & LEADERSHIP:

Administer	Analyze	Appoint	Assign	Attain	Chair	Consolidate	Contract	Coordinate
Delegate	<b>Develop</b>	Direct	Eliminate	Enhance	Ensure	<b>Establish</b>	Evaluate	Execute
Generate	Handle	Hire	<b>Improve</b>	Incorporate	<b>Increase</b>	Initiate	Institute	Interview
Lead	Manage	Mediate	Merge	Moderate	Motivate	Negotiate	Organize	Originate
Outline	Oversee	Plan	Preside	Prioritize	Produce	Recommend	Recruit	Reorganize
Resolve	Review	Schedule	Strengthen	Supervise	Support	Transition	Unify	

### COMMUNICATION:

Address	Arbitrate	Arrange	Author	Authorize	Collaborate	Communicate	Compose	<b>Convince</b>
Correspond	Define	<b>Develop</b>	Direct	Draft	Edit	Enlist	Formulate	Influence
Incorporate	Interact	Interpret	Lecture	Market	Mediate	Moderate	Motivate	<b>Negotiate</b>
Persuade	Present	<b>Promote</b>	Propose	Publicize	Reconcile	Recruit	Report	Resolve
Speak	Transcribe	Translate	Verbalize	Write				

### ORGANIZATION:

Approve	Arrange	Categorize	Catalog	Classify	Collect	Compile	Condense	Define
Distribute	<b>Execute</b>	File	<b>Generate</b>	<b>Implement</b>	Incorporate	Inspect	Maintain	Monitor
Operate	Order	Organize	Outline	Prepare	Process	Purchase	Record	Report
Retrieve	Schedule	Screen	Specify	Systematize	Standardize	Tabulate	Update	Validate

### RESEARCH:

Clarify	Collect	Critique	Diagnose	<b>Evaluate</b>	Examine	Extract	Identify	Inspect	Interpret
Interview	Investigate	Organize	Review	Summarize	Survey				

### TECHNICAL:

Assemble	Build	Calculate	Compute	<b>Design</b>	Devise	Engineer	Fabricate	Maintain	Operate
<b>Overhaul</b>	Program	Remodel	Repair	Solve	Train	Troubleshoot	Upgrade		

### FINANCIAL:

Administer	Allocate	Analyze	Appraise	Audit	Balance	Budget	Calculate	Compute	<b>Develop</b>
<b>Forecast</b>	Manage	Market	Plan	Project	Research	Reconcile	Report	Target	

### HELPING & TEAMWORK:

Advocate	Aid	Assess	Clarify	Coach	Collaborate	Contribute	Counsel	Demonstrate	Diagnose
Educate	Ensure	Expedite	Facilitate	Familiarize	Guide	Mediate	Moderate	Participate	Refer
Represent	Resolve	Support	Volunteer	Unite					

### CREATIVE:

Act	Compose	Conceptualize	Create	Customize	Design	Develop	Direct	Establish	Fashion
Found	Illustrate	Initiate	Institute	Integrate	Introduce	Invent	Market	Originate	Perform

### Additional Verbs for TEACHING:

Accomplish	Achieve	Adapt	Advance	Advise	Articulate	Assist	Commend	Compete
Complete	Conduct	Consult	Deliver	Discover	Distinguish	Diversify	Enable	Encounter
Encourage	Expand	Explain	Focus	Group	Guide	Influence	Inform	Innovate
Install	Instruct	Involve	Launch	Network	Nominate	Observe	Obtain	Participate
Provide	Publish	Receive	Reduce	Restore	Restructure	Reverse	Revise	Reward
Select	Serve	Set goals	Solidify	Sponsor	Stimulate	Streamline	Study	Teach
Test	Travel	Tutor	Utilize	Validate	Venture	Verify	Work	

### Additional Verbs for ENGINEERING AND COMPUTER SCIENCE:

Abstract	Acquire	Add	Advertise	Answer	Anticipate	Apply	Appraise	Ascertain
Assess	Audit	Augment	Bolster	Buy	Brief	Bring	Care	Charge
Charter	Check	Combine	Compare	Compile	Conceive	Conserve	Construct	Contract
Convert	Cooperate	Copy	Correlate	Cultivate	Deal	Debate	Debug	Decide
Detect	Determine	Discriminate	Dispatch	Display	Dissect	Document	Draw	Drive
Drive	Earn	Empathize	Enforce	Enlighten	Enlist	Estimate	Exceed	Excel
Experiment	Explore	Express	Finance	Fix	Follow	Foster	Gain	Gather
Give	Govern	Help	Imagine	Improvise	Inaugurate	Index	Indicate	Judge
Keep	Lay-out	Learn	Level	Lift	Listen	Locate	Log	Make
Maintain	Manage	Manipulate	Map	Master	Maximize	Measure	Memorize	Mentor
Meet	Minimize	Model	Modify	Narrate	Offer	Overcome	Perceive	Perfect
Plant	Practice	Predict	Protect	Prove	Query	Question	Raise	Run
Rank	Rationalize	Read	Reason	Relate	Rely	Respond	Revamp	Save
Scan	Scheme	Sell	Solicit	Specialize	Spread	Strategize	Stress	Succeed
Supervise	Sustain	Symbolize	Synthesize	Talk	Theorize	Trace	Transmit	Verify
Visualize								

### ACTIVE ADJECTIVES

These adjectives are perfect in any job search document in which you need to describe yourself or your accomplishments.

Remember, no “I, me, my” on the resume.

#### A – E

Active	Adaptable	Adaptive	Adept	Aggressive	Altruistic	Analytical	Ambitious	Assertive
Attentive	Bright	Committed	Competent	Conscientious	Consistent	Creative	Dedicated	Dependable
Determined	Diligent	Diplomatic	Disciplined	Discreet	Dynamic	Effective	Efficient	Energetic
Enterprising	Enthusiastic	Exceptional	Experienced					

#### F – P

Fair	Faithful	Familiar	Firm	Generous	Honest	Independent	Innovative	Keen	Logical
Loyal	Mature	Methodical	Motivated	Objective	Organized	Outgoing	Passionate	Persistent	Pleasant
Positive	Practical	Productive	Professional						

#### R – Z

Receptive	Reliable	Resilient	Resourceful	Respectful	Quick-witted	Self-confident	Self-motivated		
Self-reliant	Self-starter	Sensitive	Sharp	Sincere	Skilled	Skillful	Strong		
Studious	Successful	Tactful	Team-player	Tenacious	Trustworthy	Understanding	Well-organized		

## REFERENCE PAGE

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**References are a separate document from the resume.** You should always ask permission before listing someone as a reference. When you receive permission, provide a copy of your resume to your reference so they can refer to it if a prospective employer calls. List only 3-4 references and use the same font, format, margins, and name and contact information on the reference document as is used on the resume to present a uniform package.

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### Possible references include:

- Former Managers/Supervisors
- Colleagues
- Important Customers
- Business Associates
- Professors

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### Compile the following on your prospects:

- Name
- Position/Company
- City, State Zip
- Phone
- Email

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## SAMPLE:

### Jane Example

5555 Deer Forest Street Plano, TX 75093  
(555) 555-5555 janeexampleemail@utd.com

### Reference List

Artemis Fowl, Entrepreneur  
Tara, Ireland  
(555) 334-7621  
fowlisfair@aaa.eee

Prof. Severus Snape, Professor of Potions and the Dark Arts  
Hogwarts School of Witchcraft and Wizardry  
London, England H7 4GS  
(555) 743-4324  
snape@aaa.eee

James Sunderland, Employee  
Lakeview Hotel  
Silent Hill, TX 75075  
(555) 387-5649  
pyramidhead@aaa.eee

Roland Deschain, Gunslinger  
The Dark Tower  
Dallas, TX 75075  
(555) 897-4596  
seekingsusan@aaa.eee

## RESUME SELF-CRITIQUE

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Now that you have read through the tips and samples in this packet and created or revised your resume, it is time to check it over! Conduct a “**resume self-critique**”. Use the following checklist to review your resume. Look for items including missing and incorrect information, grammatical errors, misspelled words, and formatting mistakes.

If you are preparing the resume to apply for a specific position, do what the employers will do!

**Compare your resume with the position description.** Does your resume contain key words found in the job description? Are the key words and key qualifications blatant and easy to find, or will the employer have to draw conclusions and make the connections him or herself? Remember, you want to make it EASY for the employer to see that you are a fit for the position!

Also, see the top 10 list below to get an idea about the most common transferable skills that many employers seek in job candidates. These skills are important for most majors and types of jobs.

### Checklist for Proofreading Your Resume

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- ☐ Is the resume visually appealing?
- ☐ Does it fit comfortably on the page without being too crowded or too empty?
- ☐ Did you use a good balance between CAPITALIZING, bolding, italicizing, and underlining?
- ☐ Is the content relevant to the posting?
- ☐ Is important information presented and easy to find?
- ☐ Is the format uniformed?
- ☐ Is the font consistent?
- ☐ Is your resume a good representation of you? Does it peak the employer’s interest enough for them to want to know more about you?

## TOP 10 SKILLS EMPLOYERS WANT TO SEE ON YOUR RESUME

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(Source: NACE – National Association of Colleges and Employers, <https://www.nacweb.org/>)

It’s a given that a good grade point average (GPA) is very important to potential employers. According to the annual Job

Outlook survey, many employers say they screen by GPA. But what else do they look for?

Employers considering new college graduates for job openings are looking for leaders who can work as part of team, communicate effectively, and solve problems.

### Here are the top 10:

1. Leadership
2. Ability to work in a team
3. Written communication skills
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Technical skills
8. Verbal communication skills
9. Initiative
10. Computer skills

# ISABELLE RODRIGUEZ

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[linkedin.com/in/isabelle-rodriquez](https://www.linkedin.com/in/isabelle-rodriquez)

## SUMMARY

Skilled writer and editor with 2 years of experience in the editorial field. Experienced in curating content for press releases, social media, and blogs for clients as well as performing market research and analyzing market segments to determine the best approach for advertisements. Dedicated to creating creative, informative, and error-free material.

## EDUCATION

### Bachelor of Arts in Literature

The University of Texas at Dallas, Richardson, TX

Anticipated Graduation December 2019

GPA: 3.8/4.0

## TECHNICAL SKILLS

Web Development: Google Sites, Wix, Squarespace, WordPress

Applications: Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint), Google Suite (Docs, Sheets, Slides), Adobe Creative Suite (Premiere Pro, InDesign, Illustrator, Acrobat DC)

## PROFESSIONAL EXPERIENCE

### Communications Internship – Big Brothers Big Sisters Lone Star, Irving, TX August 2019 – Present

- Promote community awareness on BBBS through writing press releases, advertisements, and by managing social media accounts
- Assist Greater Dallas Team in individual and corporate donor marketing strategies to keep track of all records in an efficient manner
- Write blog posts on BBBS to help readers and potential donors learn more about updates and upcoming events they can participate in or donate to

### Freelance Editor – Richardson, TX January 2017 – Present

- Review and edit 50 essays and articles for clients on a monthly basis to ensure documents are error-free
- Write detailed critiques to ensure clients have a clear understanding of all edits
- Deliver jobs of up to 5,000 words between 24 and 48 hours in a timely

### Writer and Editor Internship – United Data Processors, Austin, TX August 2018 – December 2018

- Researched trends and current events to write articles for that are interesting to readers to be published on company blog
- Utilized word processors, such as Grammarly, to perform extra edits to blog posts

## ACADEMIC PROJECTS

### Effect of Genres on Moods – Independent Study in Arts & Humanities August 2018 – December 2018

- Researched how genres have different effects on readers and reported the results to faculty sponsor
- Wrote a 20-page paper on the research conducted and published results in the academic journal *Agora*

### Potter's Café – Marketing Content Creation January 2018 – May 2018

- Wrote 3 scripts for 30-60 second commercials showcasing Potter's Café's product benefits
- Analyzed market segments to determine the best approach when writing advertisements

## PUBLICATIONS

Rodriguez, Isabelle (2019) "Effect of Genres on Moods," *Agora*: Vol. 26, Article 1. Available at:  
<https://digitalshowcase.lyncburg.edu/agora/vol26/iss2019/1>

# Rose Tyler

Richardson, TX 75080 • (555) 123-1234  
rose.tyler@utdallas.edu • linkedin.com/in/rose-tyler

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Highly organized and diligent student with one year of experience in customer service. Adaptable with an ability to work independently as well as with a team to help the organization reach its goals.

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## Education

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**Bachelor of Arts in Visual and Performing Arts**  
*The University of Texas at Dallas, Richardson, TX*

Anticipated Graduation May 2023

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## Technical Skills

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*Applications:* Microsoft Office (Word, PowerPoint, Excel)

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## Theatre Experience

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**Volunteer** – *Dallas Children's Theater, Dallas, TX* January 2015 – Present

- Set up and break down materials to set the scenes for theatre productions
- Communicated effectively to manage will-call tables to keep track of sales on tickets
- Create Excel sheets for rehearsal dates, deadlines for prop preparation, and cast lists

**Lead Role** – *Twelfth Night, Richardson Theatre Centre, Richardson, TX* May 2018 – August 2018

- Engaged live audiences through performance during the play's two-weekend production
- Participated in daily rehearsals to ensure the quality of the final production
- Improvised on stage when technical difficulties occurred to continue the show

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## Work Experience

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**Sales Associate** – *Ulta Beauty, Dallas, TX* May 2019 – Present

- Connect customers to ensure they find the correct product and are satisfied during their visit
- Advertise the store credit card to customers with an average of 2-4 successful applications per shift
- Maintain in-stock and presentable condition assigned areas

**Crew Member** – *Wendy's, Dallas, TX* August 2012 – October 2014

- Assembled 50–75 food orders per hour in a fast-paced environment while maintaining appropriate portion control
- Collaborated with 4-10 crew members at a time to handle customer orders in a timely manner during rush hours

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## Organizations

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**Member** – *ArtUTD, UT Dallas* August 2019 – Present

**Member** – *Club Improv, UT Dallas* August 2019 – Present

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## Awards/Honors

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**Member** – *NSCS, UT Dallas* August 2019 – Present

**Recipient** – *AES Scholarship, UT Dallas* May 2019

# THOMAS GOMEZ

Richardson, TX | (998) 836-8227 | [tomgomez@utdalls.edu](mailto:tomgomez@utdalls.edu) | [linkedin.com/in/tom-gomez](https://www.linkedin.com/in/tom-gomez)

## SUMMARY

Patient and empathetic student teacher with 2 years of experience in supervising and mentoring students. Skilled in creating fun lessons for students, resulting in a positive learning environment while promoting academic success.

## EDUCATION

### Bachelor of Arts in History

*The University of Texas at Dallas, Richardson, TX*

*Teaching Certification Completion: May 2021*

Anticipated Graduation May 2021

**GPA: 3.5/4.0**

### Associate of Arts

*Collin College, McKinney, TX*

May 2018

**GPA: 3.7/4.0**

## TECHNICAL SKILLS

*Applications:* Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Suite (Docs, Sheets, Slides)

*Web:* HTML, CSS

## TEACHING EXPERIENCE

### Student Teacher, 5th grade Social Studies

August 2019 – Present

*Canyon Creek, Richardson, TX*

- Create weekly lesson plans according to students' interests to ensure class participation
- Participate in parent-teacher conferences to communicate students' progress to parents and discuss ways to further progress in other areas
- Draft emails to parents that detailed class materials to keep them informed
- Collaborate with coworkers to design lesson-based events for class size of 25–30

### Supplemental Instruction Leader

August 2018 – May 2019

*Student Success Center, The University of Texas at Dallas*

- Planned and led two 75-minute or three 50-minute interactive study sessions per week for 5–10 students seeking help in their introductory history lessons
- Communicated with SI faculty member on a weekly basis

## VOLUNTEER EXPERIENCE

### Part-Time Tutor

August 2017 – Present

*Boys & Girls Club, Dallas, TX*

- Provided individualized support to students to ensure academic success
- Developed timely reports of student progress utilizing data from test, software, and report cards to provide parents with necessary information on their child's progress
- Created awards to motivate students and create a positive learning environment

## ORGANIZATIONS

**Member** – *WeTeach*, The University of Texas at Dallas

August 2018 – Present

**Member** – *Golden Key Honor Society*, The University of Texas at Dallas

August 2019 – Present



# Kirby Johnston

**MEDIA THEORIST  
& ARTIST**

## SUMMARY

Media student fascinated by the relationship between media, art, and society. Interested in eventually working in media analysis. Graphic Design experience.

## PERSONAL PROJECTS

*WORDPRESS | JULY 2019*

Designed and created a stock theme for WordPress. It is available as a premium theme and has been downloaded by over 25 users.

*ICON SET | DECEMBER 2018*

Illustrated and designed 3 unique icon sets available at Dribbble:  
[dribbble.com/tags/icon\\_sets/5477-Fashion](https://dribbble.com/tags/icon_sets/5477-Fashion)  
[dribbble.com/tags/icon\\_sets/6352-Rainbow-Emojis](https://dribbble.com/tags/icon_sets/6352-Rainbow-Emojis)  
[dribbble.com/tags/icon\\_sets/4896-Senioritis](https://dribbble.com/tags/icon_sets/4896-Senioritis)

## SKILLS

Photoshop  
Illustrator  
MS Word  
MS PowerPoint  
G Suite

## ACTIVITIES

ART UTD | Fall 2019 - Present  
Meteor Theater | Fall 2019 - Present

## CONTACT INFORMATION

Phone: (469) 354-4953  
Email: [kmj184002@utdallas.edu](mailto:kmj184002@utdallas.edu)  
Website: [kirbyjohnston.myportfolio.com](http://kirbyjohnston.myportfolio.com)  
Address: Dallas, TX 75214

## EDUCATION

**Bachelor of Arts in Emerging Media  
and Communication | May 2023**

*THE UNIVERSITY OF TEXAS AT DALLAS*

- Concentration in Critical Media Theories

## WORK EXPERIENCE

### **ATEC Lab Assistant**

*UT DALLAS | SEPTEMBER 2019 - PRESENT*

- Mentor students in Adobe Suite products to promote greater understanding of editing fundamentals
- Manage software installation, general maintenance, and troubleshooting for all department computers

### **Server**

*IHOP | JUNE 2018 - PRESENT*

- Develop friendly rapport with customers to promote specials and upsell products
- Operate POS to process and track 15+ orders and tabs per shift

# YOOJIN HAN

GRAPHIC DESIGNER

## CONTACT

Address:

Allen, TX 75013

Phone:

(469) 456-7890

Email:

jxh170020@utdallas.edu

Portfolio:

[hanyoojin.myportfolio.com](http://hanyoojin.myportfolio.com)

LinkedIn:

[www.linkedin/in/hanyoojin](http://www.linkedin/in/hanyoojin)

## SKILLS

UI/UX Design

HTML & CSS

Unity

Autodesk Maya

Adobe Creative Suite

Microsoft Office

Print Design

Object Oriented

Programming

2D & 3D Animation

iOS App Development

macOS & Windows

Social Media Branding

Visual Communication

## PROFILE

Graphic Designer focused on game production. Experienced coder and designer. Strong interpersonal skills and highly focused.

## EDUCATION

BA in Arts and Technology  
The University of Texas at Dallas

May 2021

GPA: 3.5

## RELEVANT COURSEWORK

Advanced Game Design  
Advanced Game Development  
Game Production Lab  
Internet Studio I & II  
Games and Narrative  
Computer Graphics

## DESIGN EXPERIENCE

### STUDENT CREATIVE PRODUCTION ASSISTANT

ArtSciLab, UT Dallas

October 2018 - Present

- Photograph events, labs, and studios for marketing materials
- Design and construct signage and print materials

### UX DESIGN INTERN

I Open Innovations

Summer 2019

- Translated business goals and user requirements into functional design solutions
- Innovated user interface and coordinated with design development team

## ORGANIZATIONS

Animation Guild at UT Dallas

Current Member

Student Game Developer Association

Current Member

Women in Games, UT Dallas

Current Member

# SAI TRIVEDI

DALLAS, TX 75210 :: (817) 896-1254 :: TRIVEDI.SAI@GMAIL.COM  
WWW.LINKEDIN/IN/SAI.TRIVEDI :: SITES.GOOGLE.COM/SITE/SAITRIVEDI

## EDUCATION

### Master of Arts in Interaction Design

The University of Texas at Dallas, Richardson, TX

May 2019

GPA: 3.7

### Bachelor of Science in Digital Media

University of Houston, Houston, TX

May 2011

GPA: 3.6

## SKILLS

**Programming Languages:** JavaScript, C++, HTML

**Operating Systems:** Windows, macOS, iOS, Linux

**Social Media:** Instagram, Snapchat, Twitter, Facebook, Reddit, Hootsuite, Slac

**Business Tools:** MS Office (Word, Excel, PowerPoint, Publisher, Access), Outlook, G Suite (Docs, Sheets, Slides, Sites, Drive, Gmail, Calendar), Keynote

**Editing & Design Tools:** Autodesk Maya, AutoCAD, Sketch, Nuke, Houdini, Axure RP, Adobe Suite (Photoshop, Animate, Illustrator, InDesign, After Effects, Flash, Premiere Pro)

**Languages:** English, Hindi, Marathi

## PROFESSIONAL EXPERIENCE

### Freelance Graphic Designer

November 2018 – February 2019

Gallup

- Designed company rebranding for all logos, icons, and web layouts to increase visibility
- Wrote a style manual in order to ensure all Gallup digital content would adhere to brand identity and maintain internal consistency

### Graduate Graphic Design Intern

January 2018 – May 2018

AT&T Performing Arts Center

- Researched trends to create and execute experiential marketing plan
- Oversaw all day-to-day digital marketing including company Twitter and Instagram accounts

### Freelance Graphic Designer

October 2016 – August 2017

Co.media Marketing & Consulting

- Conceptualized design solutions for internal and external integrated marketing programs
- Worked with Marketing Director to develop creative briefs and concepts to provide graphic design solutions for projects and campaigns

### Freelance Graphic Designer

October 2015 – March 2016

Atlanta Film Society

- Edited video promotional content for Atlanta Film Festival using Adobe Premiere Pro
- Designed billboard, poster, and flyer materials, resulting in an increase of sales by 50%

### Graphic Designer

October 2011 – September 2015

Vectorworks, Inc.

- Coordinated with Community Relations Director to create and manage visual branding and assets
- Designed templates for brochures, banners, newsletters, mailers, and other print materials
- Created content and graphics for website, social media, digital ads, blogs, and email campaigns
- Edited and retouched patient photos and product images using Adobe Photoshop

# Xiayou (Erica) Chen

Dallas, TX, 75251 • (817) 552-4555 • erica.chen@utdallas.edu • LinkedIn

## Profile

Self-motivated undergraduate pre-medicine Neuroscience junior with data analysis skills seeking Internship opportunities in research exploring brain imaging and medical technology. Experienced utilizing E-prime, MATLAB, SPSS, and Excel Pivot Tables.

## Education

### Bachelor of Science in Neuroscience

The University of Texas at Dallas, Richardson, TX

May 2022

GPA: 3.88

## Relevant Coursework

Neuroimmunology

Sensory Neuroscience

Neurobiology of Stress

Medical Physiology

Neuroendocrinology

Neurotoxicology

Molecular Neuroscience

Medical Neuropathy

## Professional Experience

### Research Assistant

The Culture & Affective Neuroscience Lab (CANLab), UT Dallas

December 2018

- Created and continue to maintain 35 Excel spreadsheets to track and analyze data from empirical research exploring neurobiological mechanisms underlying human affective processing
- Explained lab procedures to over 150 participants and administered over 50 surveys to further research and gather data on specific neuroscience-related topics

### Neuroscience and Neuroimmunology Research Internship

Summer 2019

University of Nebraska Medical Center, Omaha, NE

- Researched various aspects of neuroscience from molecular mechanisms of synaptic transmission to brain imaging of neurological diseases
- Participated in 40 hours of weekly neuroscience disciplines, gaining insight on applicatory techniques in brain imaging and CT scans

## Organizations

Neuroscience Student Association, UT Dallas – President

September 2018- Present

## Community Involvement

Achievement Center of Texas, Garland, TX

September 2019- Present

North Texas Food Bank, Richardson, TX

February 2017- Present

# Bernie Miller

Dallas, TX 75231 | [bernie.miller@utdallas.edu](mailto:bernie.miller@utdallas.edu) | 972.287.1478 | [linkedin.com/in/bernie.miller](https://www.linkedin.com/in/bernie.miller)

## EDUCATION

### **Bachelor of Science in Biochemistry**

The University of Texas at Dallas, Richardson, TX

Certifications: CPR and AED of Adults and Children

May 2021

GPA: 3.5

May 2021

## RELEVANT COURSWORK

Organic Chemistry

Introductory Biology

Nutrition and Wellness

Psychopathology

Anatomy

Biomechanics

Biopsychology

Physiology

Prevention of Sports Injuries

## LABORATORY SKILLS

HPLC

Dissection

RNA reverse transcription

Cell Culture

PCR on agarose gel

Carbohydrate fermentation

NanoDrop

Titration

Bacteria identification

pH meter

DNA isolation

Microorganism cultivation

## ACADEMIC PROJECT

### **DNA and RNA Extraction from *Drosophila* Files**

October 2019

Biochemistry Workshop, UT Dallas

- Prepared a variety of buffers to use for the RNA extraction process
- Utilized the NanoDrop application to determine the concentration of the DNA sample
- Amplified gel using Gel Doc EZ to determine RNA sample accuracy

## PROFESSIONAL EXPERIENCE

### **Physical Therapy Technician**

February 2018 - Present

Hunt Valley Physical Therapy, Denton, TX

- Collaborate with 4 physical therapists to aid in teaching patients and helping them to perform exercises
- Set up electrical stimulation and traction equipment for patients to effectively utilize
- Register new patients, receive co-pays, schedule appointments, and write dictations

## ORGANIZATIONS

**Member-** American Chemical Society, UT Dallas

March 2019 - Present

**Saxophone Section Leader-** Pep Band, UT Dallas

August 2018 - Present

# Susan Smith

Susam.Smith@utdallas.edu • Frisco, TX 75034 • (972) 486-7390  
www.linkedin.com/SusanSmith

## EDUCATION

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**Bachelor of Science in Mathematics** Graduation: Fall 2018  
Minor in Computer Science  
The University of Texas at Dallas, Richardson, TX  
Honor Thesis: Statistical Analysis of Satellite Altitude Determination Systems

## ACTUARIAL EXAMS

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Society of Actuaries, Casualty Actuarial Society Exam 1, Probability February 2018

## TECHNICAL SKILLS

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UNIX	C Sharp	C ++	CS
JavaScript	XHTML	C Shell	T Shel
NetBeans	Python	MATLAB	Mathematica

## INTERNSHIP

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**Fellowship Intern**, Society for Industrial & Applied Mathematics (SIAM) Philadelphia, PA Summer 2018

- Managed and assisted staff with computer security systems and data processing for 4 SIAM funded research projects
- Presented 2 final presentations with research results to agencies and employers in industry

## RESEARCH

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**Research Assistant, Database Manager, Raytheon, Richardson, TX** Spring 2018 - Present

- Compile data statistics from various divisions for Science & Technology Department review
- Use JavaScript, UNIX, and Python to manipulate data
- Report results weekly in staff meetings to Department Directors

## LEADERSHIP

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**Society for Industrial and Applied Mathematics, UT Dallas** Fall 2015 – Present  
**Actuarial Student Association, UT Dallas** Fall 2016 – Present  
**Student Government Association, UT Dallas** Fall 2017 - Spring 2018

# Jane Business

972.972.9722; jane.business@utdallas.edu  
http://www.linkedin.com/public/janebusiness

## EDUCATION

**Bachelor of Science in Business Administration; Minor in Finance**

May 2021

*The University of Texas at Dallas*

## TECHNICAL SKILLS

STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, Prezi, Microsoft Office (Word, Excel)

## BUSINESS EXPERIENCE

**Morgan Stanley - Dallas, Texas**

June 2019 – August 2019

*Summer Associate, Investment Banking*

- Analyzed and processed 100+ corporate financial transactions valued at \$250M
- Researched 25 Fortune 500 companies and evaluated the impact of emerging markets
- Prepared and led 15 client strategy meetings, which resulted in a 50% portfolio performance increase

**Chili's Restaurant - Richardson, Texas**

December 2016 – June 2019

*Customer Service Representative and Trainer (April 2017 – June 2019)*

- Managed and trained 10 employees on customer service policies, conflict resolution, payment processing, and opening/closing procedures
- Achieved highest same store sales for 4<sup>th</sup> quarter of 2018 and sales volume of \$125K
- Reconciled daily receipts and systematized transaction data within MS Excel's My Cash Flow template

*Hostess (December 2016 – April 2017)*

- Implemented online check-in process to decrease patron wait times by 50%
- Created online billing process and reduced nonpayment of services by 25%
- Explained seasonal menu items and promoted daily specials to customers which resulted in increased customer satisfaction by 20%

## ACADEMIC PROJECT

**Business Communication**

January 2019 – May 2019

- Developed a 10-page proposal about employee training and conflict policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation
- Reviewed business writing and techniques for clear and concise electronic workplace communication

## LEADERSHIP EXPERIENCE

**Naveen Jindal School of Management Dean's Council - UT Dallas**

September 2019 – Present

*Secretary*

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign to increase user compliance of the university's information resources acceptable use policy

## ORGANIZATIONS

**Consulting Club, UT Dallas**

September 2019 – Present

**Phi Beta Lambda, UT Dallas**

September 2019 – Present

## ADDITIONAL INFORMATION

*Languages:* Advanced Spanish, Conversational Italian



# Jack Manager

972.972.9722; jack.manager@utdallas.edu  
http://www.linkedin.com/public/jackmanager

## EDUCATION

### Master of Science in Supply Chain Management

May 2021

*The University of Texas at Dallas*

### Bachelor of Science in Finance

May 2019

*The University of California, Los Angeles*

*Dean's Excellence Scholarship*

## BUSINESS EXPERIENCE

### Lennox International, Inc., Richardson, TX

June 2019 – August 2019

*Supply Chain Intern – Residential Heating and Cooling*

- Reviewed \$75M of repair parts sales from 2004-2019 and forecasted product lifecycles utilizing SAP
- Calculated inventory targets and processed order quantities for 100+ clients
- Accomplished 98% fill rate and implemented product pricing, purchasing and reconciliation improvements

### Deloitte, Dallas, TX

June 2018 – June 2019

*Lead Consultant*

- Evaluated and executed the merger and acquisition of a \$5B oil and gas provider
- Determined reasonable assurance of client's financial statements and ensured SEC compliance
- Earned the Deloitte Outstanding Performance Award and was recognized among the top 10% performers

### Goldman Sachs, Dallas, TX

June 2017 – August 2017

*Summer Analyst*

- Analyzed 100 portfolios and company probabilities to reduce debt obligations through sensitivity models
- Predicted financial performance based on market trends and directed management strategy during 5M & As
- Processed amendments and calculated derivatives for 25 Fortune 500 clients

## ACADEMIC PROJECT

### Operations Management, UT Dallas

January 2019 – May 2019

- Researched and evaluated new employee training procedures of 50 Fortune 500 companies
- Assessed new hire probability period policies and compiled data within MS Excel
- Completed 25-page analysis which discussed policy revisions and recommended training initiatives

## ORGANIZATIONS, COMPETITIONS OR LEADERSHIP

### Supply Chain Leadership Council, UT Dallas

September 2019 – Present

### CMC Leadership Council, UT Dallas

September 2019 – Present

### SAP Users Group, UT Dallas

September 2019 – Present

## ADDITIONAL INFORMATION

*Technical:* Advanced Microsoft Excel, SAP

*Languages:* Advanced Chinese, Conversational Hindi

# Da-xia (Emma) Chen

Dallas, TX 75230 • (940) 385-2740 • emma.chen@gmail.com  
linkedin.com/in/emma-chen

## SUMMARY

Aspiring healthcare leader looking to provide top-notch health and social service. Highly motivated Pre-Medicine student with a vast volunteer experience in a medical environment as well as hands-on experience working with patients.

## EDUCATION

### Bachelor of Science in Interdisciplinary Studies

*The University of Texas at Dallas, Richardson, TX*  
*Concentration: Pre-Medicine*

Anticipated May 2023

## TECHNICAL SKILLS

*Applications:* Microsoft Office (Word, PowerPoint, Excel, Teams)

## VOLUNTEER EXPERIENCE

### Volunteer

May 2019 – April 2021

*Medical City Hospital, Dallas, TX*

- Acted as liaison for patients by communicating their needs to nurses, ensuring patients received proper care
- Sanitized medical equipment and 10-12 patient rooms while restocking supplies to ensure all patients had basic necessities available to them
- Honed bedside manner skills by completing 70+ hours of volunteer service

### Volunteer

August 2018 – April 2019

*Children's Medical Center, Dallas, TX*

- Directed patients from the waiting room to their assigned medical units to keep the flow of patients organized
- Connected with patients to provide procedural distractions utilizing effective communication skills
- Assisted nurses in setting up lab equipment as well as sanitizing them to ensure equipment was ready for use on time

## ORGANIZATIONS

**Member** – *Academics for Medicine*, The University of Texas at Dallas

August 2019 – Present

**Member** – *Shadowing in Medicine*, The University of Texas at Dallas

August 2019 – Present

## AWARDS & HONORS

**Recipient** – *Academic Excellence Scholarship*, The University of Texas at Dallas

May 2019

# HIRO HAMADA

Richardson, TX 75080 | (739) 847-6725 | hiro.hamada@utdallas.edu | linkedin.com/in/hiro-hamada

## SUMMARY

Organized and detail-oriented law student with a passion for research and writing legal documents. Experienced in legal research, drafting legal memoranda, and assisting with government communication.

## EDUCATION

### Bachelor of Arts in Interdisciplinary Studies

The University of Texas at Dallas, Richardson, TX

*Concentration: Pre-Law*

Anticipated Graduation December 2019

**GPA: 3.7/4.0**

## TECHNICAL SKILLS

*Applications:* Microsoft Office Suite (Word, Excel, Publisher, Outlook, and PowerPoint)

## INTERNSHIP EXPERIENCE

### Legal Intern – Allstate, Dallas, TX

August 2019 – Present

- Organize various legal documents on a daily basis to ensure all records could be used when needed
- Attend depositions and trials every week to draft deposition summaries for record keeping
- Perform legal research to understand nuances in legality in different cases brought upon the company

### Legal Intern – Lockheed Martin, Fort-Worth, TX

January 2019 – May 2019

- Conducted legal research to find documents that will solve legal problems within specific cases brought to the company
- Drafted 15–20 legal memoranda to report on the completed legal research that would be used in cases
- Assisted with response to the government or third-party suppliers in the event of requests for information

### Law Intern – Lockwood, Andrews & Newnam, Inc., Dallas, TX

May 2018 – August 2018

- Collaborated with staff paralegals and attorneys in discovery matters to ensure all possible research on a case has been completed
- Reviewed and analyzed drafted legislation to ensure readability and comprehension

## LEADERSHIP EXPERIENCE

### Vice President – John Marshall Pre-Law Society, UT Dallas

August 2018 – Present

- Connected with 4 professionals in the legal field to host a panel where students can ask questions on what to expect in legal professions and how to be fully prepared for the field after graduation
- Hosted 4 networking events to assist Pre-Law students in making connections with legal professionals

### Student Council President – UT Dallas

August 2018 – May 2019

- Prepared and led all student council meetings to discuss upcoming activities and events
- Organized 5-7 fundraisers a year for a total of \$10,000 donated to various charities around Dallas
- Implemented and monitored the student council budget to ensure funds were used responsibly
- Interpreted government documents to ensure the council followed government regulations and accreditation requirements

## ORGANIZATIONS

### Member/President – Student Government, UT Dallas

August 2017– Present

### Member/Vice President – John Marshall Pre-Law Society, UT Dallas

August 2017– Present

### Member – Golden Key National Honor Society, UT Dallas

August 2017 – Present

# RICARDO PEREZ

Richardson, TX 75080 ■ (456) 635-8472 ■ ricardo.perez@utdallas.edu  
linkedin.com/in/ricardo-perez

## SUMMARY

Self-motivated university student pursuing a Bachelor of Arts in Interdisciplinary Studies with a Concentration in Human Resources. Experienced in customer service, mentoring, managing new hires, and implementing policies.

## EDUCATION

**Bachelor of Arts in Interdisciplinary Studies**  
The University of Texas at Dallas, Richardson, TX  
Concentration in Human Resources

Anticipated May 2021  
**GPA: 3.8/4.0**

## TECHNICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook  
Social Media Handling: LinkedIn, Instagram, Twitter, Facebook, Monster  
Systems: Applicant Tracking System, HRIS Systems (SAP)

## INTERNSHIP EXPERIENCE

**Human Resources Intern** – Texas Instruments, Dallas, TX August 2019 – Present

- Collaborate with business group to assess HR needs and ensure business is on path to reach goals
- Analyze TI's market competitiveness to ensure it provides the best standards for its clients
- Implement development strategies to TI's functional areas to improve business performance

**Human Resources Intern** – A&A Marketing Group, Plano, TX January 2019 – May 2019

- Scheduled and confirmed appointments to keep daily schedule organized
- Participated in recruitment process to help ensure new hires met the job requirements
- Managed new hires during on-boarding process to provide an overview of job expectations and to help create a positive work environment

## PROFESSIONAL EXPERIENCE

**Customer Service Representative** – Bursar's Office, UT Dallas May 2019 – Present

- Communicate with students to inform them on the status of their account and help them determine what payment plan best suits their needs
- Organize 15-20 student files daily to prevent loss of information
- Resolve conflicts with students and parents by determining their needs and taking action to fulfill those needs, ensuring customer satisfaction

**G-Force Mentor** – Office of Diversity and Community Engagement, UT Dallas August 2018 – May 2019

- Provided college guidance to high school students in grades 9-12 to help them determine which field would be the best fit for their skills and interests
- Assisted with the college application process by helping students prepare paperwork and directing them to available resources
- Supported with on-campus outreach programs to bring awareness of our program to students

# Jasmine Harris

Dallas, TX 75231 | (817) 364-5412 | Jasmine.Harris@utdallas.edu  
www.linkedin.com/in/jasmineharris

## Profile

Master of Data Analytics and Research student looking for a full-time position that utilizes my background in urban and socioeconomic analytics. Accomplished researcher with experience in municipal and healthcare data analysis. Strong verbal and written communication skills. Grant writing and supervisory experience.

## Education

<b>Master of Science in Social Data Analytics and Research</b>	December 2019
<i>The University of Texas at Dallas, Richardson, TX</i>	GPA: 3.8
<b>Bachelor of Arts in Criminology and Sociology (Double Major)</b>	May 2017
<i>The University of Texas at Dallas, Richardson, TX</i>	GPA: 3.4

## Skills

**Data Analysis:** R, Stata, Connexus  
**Data Visualization:** Tableau, Maptitude, ArcMap  
**Additional:** MS Office (Word, Excel, PowerPoint), Canva

## Academic Projects

<b>The Dallas Community Data for Action Project</b>	February 2019 – June 2019
<i>Designed to research the intersectionality of race and economic struggle based on zip code</i>	
<ul style="list-style-type: none"><li>• Collated data of 2500+ Dallas County residents for analysis</li><li>• Performed quantitative and qualitative analysis to extrapolate information for DFW Metroplex</li><li>• Presented findings to Institute for Urban Policy Research</li></ul>	
<b>Maternal Mortality Project</b>	January 2018 – May 2018
<i>Designed to research the disparity of black maternal health mortality in Texas</i>	
<ul style="list-style-type: none"><li>• Interviewed 50+ black women to document birth stories, analyzed data for patterns and commonalities</li><li>• Shared findings with government officials to influence Texas health policy</li></ul>	

## Professional Experience

<b>Graduate Research Assistant</b>	January 2019 – Present
Institute for Urban Policy Research, Dallas, TX	
<ul style="list-style-type: none"><li>• Assist the Senior Research Fellow on United Way of Metropolitan Dallas Project</li><li>• Conduct literature reviews and summarize data for presentation, prepare materials and construct drafts for grant submissions</li><li>• Supervise 4 undergraduate research assistants to keep team goal oriented and meet all deadlines</li><li>• Act as liaison between Senior Fellows and undergraduates to promote communication</li></ul>	

## Organizations

<b>Data Science Club, UT Dallas</b>	August 2018 – Present
<b>The Research Club, UT Dallas</b>	August 2018 – Present
<b>Black Congress, UT Dallas</b>	March 2016 – Present
<b>Alpha Phi Sigma, UT Dallas</b>	August 2015 – May 2017
<b>Sociology Club, UT Dallas</b>	October 2014 – May 2016
<b>Deeds Not Words, UT Dallas</b>	January 2015 – November 2015

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# Blake Parker

Richardson, TX 75080 • (469) 221-5971 • Blake.Parker@utdallas.edu

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## EDUCATION

### Bachelor of Science in Economics

The University of Texas at Dallas, Richardson, TX

December 2020

GPA 3.96

## RELEVANT COURSEWORK

Public Sector Economics  
The Global Economy

Mathematical Economics  
Mathematical Analysis I & II

Game Theory  
Industrial Organization  
Psychology of Economics

## SKILLS

<b>Data Analysis:</b>	R, Stata, EViews, Python, SQL
<b>Data Visualization:</b>	Tableau, Minitab
<b>Accounting:</b>	Quickbooks, Quicken
<b>Additional:</b>	MS Office (Excel, Access, Word, PowerPoint, Publisher), Outlook

## PROFESSIONAL EXPERIENCE

### Economics Intern

Comerica Bank, Dallas, TX

Fall 2019

- Forecast economic trends with EViews so Chief Economist could properly conduct quarterly financial analysis
- Drafted bimonthly financial reports to summarize complex data for diverse commercial lending groups and clientele

### Intern

Charles Schwab Intern Academy, Austin, TX

Summer 2019

- Joined the Corporate Risk Management track to predict and mitigate financial risk
- Worked in a group of 5 to assess and restructure company-wide risk policies
- Attended weekly networking events to promote inter-division collaboration

### Intern

JPMorgan Chase & Co., New York City, NY

Summer 2018

- Participated in trading simulations to learn about credit analysis, financial metrics, and market strategies for global markets
- Conducted quantitative research on market forces to provide to the Risk Management team

## ORGANIZATIONS

Phi Kappa Phi Honor Society, UT Dallas

August 2019 – Present

Omicron Delta Epsilon, UT Dallas

March 2019 – Present

## AWARDS & HONORS

Dean's List, UT Dallas

Fall 2018 – Present

Irving J Hoch Scholarship, UT Dallas

Fall 2019

# Caitlin Newman

Richardson, TX, 75080 | 214-123-7890 | [Caitlin.newman@utdallas.edu](mailto:Caitlin.newman@utdallas.edu)  
<https://www.linkedin.com/jdx123>

## Profile

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Hardworking and dedicated freshman, seeking a Computer Science Internship or job opportunity for Summer 2020, where technical and soft skills help with computer software-related projects.

## Education

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**Bachelor of Science in Software Engineering**  
The University of Texas at Dallas, Richardson, TX

*Expected Graduation: May 2022*  
*GPA: 3.45*

## Technical Skills

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**Languages:** C/C++

**IDE:** CodeBlocks, Eclipse, VS Code

**Software:** MS Word, MS PowerPoint, MS Excel

## Academic Projects

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### Drink Machine Simulator

*November 2018*

Interactive program which displays 10 choices of drinks and their prices to the user, takes input as currency (up to \$1000) from the user and then determines the amount of change to be given back and the availability of the drink.

- Implemented 5 functional structures to demonstrate an understanding of object-oriented programming (OOP) and data-hiding in C++
- Coordinated functions to manipulate data from structures and create an easy-to-understand user-interface
- Seamlessly converted data from binary file with 75% efficiency ratio

## Organizations

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### Conference Committee Member

*August 2019 – September 2021*

Society of Women Engineers, UT Dallas

- Actively engaged during meetings to budget and allocate \$500+ funds to sponsor students for the SWE conference
- Conducted research over 4 months on how to fund aspects such as hotels, transportation, registration efficiently and proposed data to higher faculty
- Promoted club to prospective members by speaking at booths and recruited 20+ members over 4 months

### Member

*August 2019 – September 2021*

Computer Security Group, UT Dallas

- Placed 2<sup>nd</sup> overall, in a Capture the Flag competition organized by the CSG
- Attended weekly meetings and interacted with officers about different topics
- Assisted in the organization of workshops on Cross Site Scripting, SQL Injection, and Distributed Denial of Service (DDoS) attacks



# Jasleen Wells

jasleenW@gmail.com | (123) 456-7890 | Frisco, TX 75034

## Education

**Bachelor of Science in Biomedical Engineering**  
The University of Texas at Dallas, Richardson, TX

Anticipated Graduation: May 2021  
GPA: 3.22

## Technical Skills

Programming: Java, C, C++/C#, Python, Wolfram Mathematica, R, MATLAB, LabView  
Development: Unity, Eclipse Oxygen Java, CodeBlocks, Arduino, TI Energia, PyScripter  
Analysis: LoggerPro, GraphPad Prism  
Circuit Design: LTSPICE, TI TINA, PSPICE  
Modeling (CAD): SolidWorks, AutoCAD  
Microcontrollers: TI MSP430, Arduino Uno  
Microsoft Tools: Word, Excel, Powerpoint, Outlook, Project, Access

## Technical Projects

**Equilibrium** | *Coded in C# for Unity* October 2019

- Earned Honorable Mention for the game Equilibrium as 1 of 100 teams at the 72-hour game development hackathon Chillenium hosted at Texas A&M University
- Led a team of 4 developers to design player and enemy actions, weaknesses, and abilities with the competition theme of "Transformation" in mind
- Implemented original art, music, and animations to deliver a successful game that was popular amongst the public for being addictively difficult

**Programmer's Calculator** | *Coded in Java for Computer Science II* July 2019

- Developed a Windows 10-styled Programmer's calculator in Eclipse Java Oxygen utilizing GUI elements and back-end helper methods
- Determined source of coding bugs by utilizing try and catch blocks for error checking to minimize unexpected run-time errors
- Utilized GUI methods, classes, and interfaces to create a robust, minimalistic, front-end calculator UI

## Relevant Coursework

Discrete Math	Signals and Systems with Lab
Data Structures and Algorithm Analysis	Electronic Circuits with Lab
Software Engineering	Biomedical Components with Lab

## Professional Experience

**Student Career Ambassador** August 2019 – Present

The University of Texas at Dallas Career Center, Richardson, TX

- Act as a liaison between staff and students to effectively guide students through the University Career Center procedures for career advising
- Consult with employers to better understand the qualifications that applicants should have to have the best possible opportunity to be hired
- Organize Spring and Fall Career Expos as well as classroom presentations for students to introduce key resume writing concepts, such as using the problem-action-result method and picking robust action verbs

# Jamie Colt

Richardson, TX, 75080 | 998-321-7349 | [Jamie.colt@utdallas.edu](mailto:Jamie.colt@utdallas.edu)  
<https://www.linkedin.com/jdx123> | <https://www.github.com/jdx123>

## Summary

Detailed oriented Master of Computer Science student with industry experience in data analytics and proficiency in Python. Seeking a full-time role in Machine Learning / Data Analytics after graduation in May 2022.

## Education

### Master of Science in Computer Science

The University of Texas at Dallas, Richardson, TX

Expected Graduation: **May 2022**

### Bachelor of Science in Computer Science

The University of Texas at Dallas, Richardson, TX

May 2020

GPA: **3.45**

## Work Experience

### Data Analysis Associate

May 2018 - June 2019

*Chase, New York City, NY*

- Used **pandas library** to extract and analyzed data used as a part of a tech-upgrade of a Documentum based application, cutting costs by 20% within one year
- Compared configuration files of two different systems using Python and added missing configuration to the application, making user experience 50% more impactful

## Technical Skills

**Tools/Technology:** SQL, R, EXCEL, SAS, Python, Big Data, Hadoop, HIVE

**Machine Learning:** TensorFlow, Pandas, Scikit-learn, Numpy, Matplotlib, Seaborn

**Certifications:** Google Analytics Individual Qualification, SQL for Data Analytics, Tableau Essential Training

**Web Analytics:** Adobe Analytics, Google Analytics, Tableau

## Personal Projects

### Credit Card Data Analysis

August 2018 - September 2018

- Analyzed customer behaviors to develop measurement methods that determined credit card default rates with 95% accuracy
- Performed segmentation using logistic and fixed effect regression methods and decision tree approach to determine profitable customers and non-profitable customers

### K&J Marketing Analytics Competition

August 2018 - September 2018

- Used data analytical tools to determine patterns and performed segmentation by creating dashboards and visualizations in **Tableau**
- Recommended customer acquisition strategies based on buying patterns and ways to improve the customer wallet share by +5% using predictive modeling

### "Flipkart" sales volume analysis

January 2018 - May 2018

- Developed a consistent and non-redundant database to ensure integrity of the data for analysis using **MYSQL**
- Applied cluster analysis and performed market basket analysis giving recommendations for inventory management
- Used RFM and decile analysis to segment customers for targeted marketing, cutting overall costs by \$1,000,000

## Organizations

### Financial Officer

August 2018 - Present

*Makerspace, UT Dallas*

- Allocated \$10,000 over one year to sponsor 15 student teams and their projects
- Promoted club to prospective members, and recruited +28 members over a 3-month period
- Created and managed the overall budget for financial year 2018-19