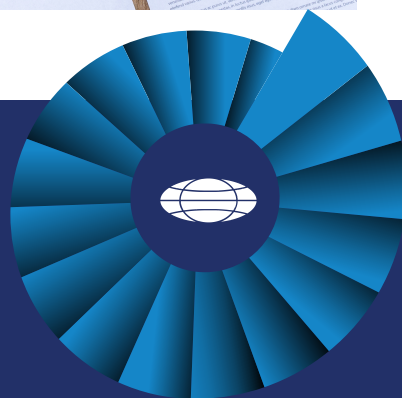




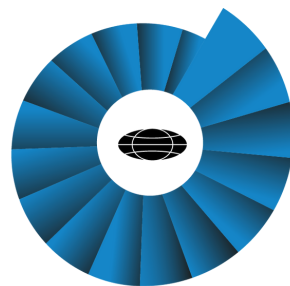
# ГАЙД ПО РЕЗЮМЕ НА АНГЛИЙСКОМ



ЦЕНТР КАРЬЕРЫ

МГИМО





# СОДЕРЖАНИЕ

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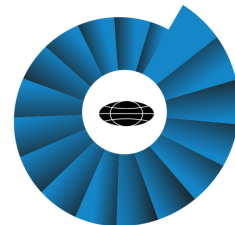
**Чек-лист хорошего резюме**







# ВВЕДЕНИЕ



Резюме можно писать не только на русском языке, но и на английском. Вы, возможно, разумно посчитаете нужным задать вопрос: если мы живем в России, не должны ли все резюме быть на русском?

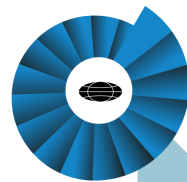
Совсем нет. Есть **три возможных варианта**, где вам может понадобиться предоставить резюме на английском языке.

1. Иностранная компания на территории России
2. Компания за рубежом
3. Российская компания с международными амбициями

У всех этих вариантов есть одна общая особенность, по которой вы поймёте, что резюме нужно предоставить на иностранном языке: **описание вакансии будет на английском.**

В некоторых случаях, например, в иностранных компаниях, осуществляющих свою деятельность на территории России, текст вакансии может быть и на русском языке, но в зависимости от уровня позиции и будущих рабочих обязанностей вам может и не понадобиться английский язык, следовательно, и резюме можно предоставить на русском языке.





# ☆☆ Tips & Tricks ☆☆

1

**Хорошее CV занимает время.** Выделите себе время для написания резюме и подойдите к процессу ответственно. Лучше вы потратите несколько вечеров на это, но ваше резюме будет без ошибок, опечаток и неровностей в оформлении, а главное – оно полноценно отобразит ваш опыт

2

**Для каждой вакансии/компании – своё резюме.** Да, это мутно, но в долгосрочной перспективе поможет вам выгодно выделиться на фоне других кандидатов. Есть такая поговорка, что вопрос содержит половину ответа. В данном случае – вакансия содержит часть информации, которую работодатели ищут в вашем резюме. На каждой должности требуются разные навыки и скиллы. У каждой компании – свой собственный бренд. Его грамотное считывание и преподнесение своего опыта в соответствии с этим брендом покажет Вас увлечённым и заинтересованным сотрудником.

3

**Помните об автоматизации процесса скрининга.** Не забывайте, что в большинстве компаний действуют автоматические системы отбора кандидатов. Это подразумевает, что вообще резюме будет видеть и считывать компьютер. Поэтому не увлекайтесь графическими редакторами при написании резюме. Предпочитаемый формат — PDF или Word. Лучше PDF

4

**Show off your MGIMO English.** Не зря же вы учите active vocabulary и видите его в страшных снах. Используйте более advanced лексику, но всегда помните об уместности.

5

**Проверьте и перепроверьте орфографию.** Даже если вам кажется, что ваше резюме – подарок этому миру и произведение искусства. Помните: идеалов не существует, но к совершенству лучше стремиться.

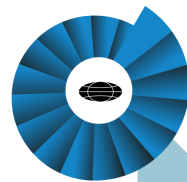
6

**При описании своего опыта работы используйте action verbs / глаголы действия.** Не did/made, а initiated / supervised / spearheaded. Согласитесь, звучит более внушительно и авторитетно.

7

**Показывайте свои навыки, а не называйте их.** Этот пункт немного коррелирует с предыдущим. Если вы коммуникабельный, то не пишите просто great at communicating. Вместо этого лучше сказать: Liaised with senior leadership and sought feedback and input during the development of a framework that improves efficiency of Student Club, ultimately cutting unnecessary all-members meetings by 50%.





8

**Оцифруйте свои достижения.** Или, как говорят англоговорящие, *quantify your achievements*. Этот пункт может быть немного сложным. Поэтому разберём несколько примеров:

1. Указание диапазона значений. Не помните точных цифр? Не беда. Давайте сравним: *Responsible for supervising undergraduate students* или *Supervised 12-15 undergraduate research students each year who all managed to enroll into top-Russian universities*.
2. Использование указателей частотности. Как часто вы занимались той или иной задачей на работе. Например, *Completed first editing pass on articles* или *Reviewed and evaluated 40-50 topical articles per week and made the decision to either pass articles to the editorial team or send articles back to authors for further revisions*.
3. Показывайте, как Вы помогли компании извлечь выгоду в денежном выражении. Сравните: *Streamlined inspection process by upgrading sensing and marking devices* или *Managed project to upgrade defect sensing and marking devices, resulting in the elimination of human inspection on line, saving \$200,000 to \$350,000 per year*.

Помните, что использовать примерные цифры — это нормально. Округляйте, указывайте диапазоны и используйте знаки примерно (~) и плюс (+). Например, 1000+ participants или ~1000 participants.

9

**Будьте структурны.** Резюме — это не набор случайных фактов о вас, а достаточно жёстко структурированный документ.

10

**Формальность и серьезность – ключ к успеху.** Лучше заведите себе отдельный рабочий e-mail, чем указывать mscdestroyer228@yandex.ru.

11

**Не забывайте про РЕЛЕВАНТНЫЙ опыт.** Лучше это повторить два раза, но не стоит указывать все места, где вам только удалось поработать. Если вы устраиваетесь в инвестиционный банк, а наряду со стажировками в банках и консалтинге у вас указана работа репетитором или официантом, то, возможно, лучше подкорректировать это резюме. Или постараться преподнести данный опыт как ценный для вашего профессионального развития. Помните, что оптимально указывать 2-3 предыдущих места работы с тщательно проработанной историей достижений, чем миллион, но без конкретики.

12

**Keep it short.** Вам нужно уместиться в один лист А4. «Война и мир», конечно, великое произведение литературы, но резюме не подразумевает написание романа.

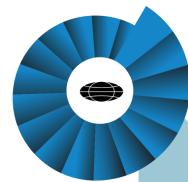
13

**Единый формат.** Один шрифт, один размер текста, одинаковая структура документа. Здорово, что вы открыли для себя много разных шрифтов, которые есть в английской версии Word, но лучше либо придерживаться классики в виде Times New Roman, либо выбрать другой шрифт, но единый для всего документа.

14

**Ваши лучшие достижения должны быть в верхней трети листа.** Когда интервьюер возьмёт ваше CV в руки, то сразу обратит внимание на то, какой вы классный.





15

**Забудьте про графу Цель/Objective.** Чаще всего этот пункт можно опустить в своём резюме. Единственный случай, когда она вам точно понадобится – если вы кардинально меняете сферу своей профессиональной деятельности.

16

**Порядок всюду – особенно в хронологии.** Начинайте во всех разделах с наиболее релевантного (последнего по времени) опыта.

17

**Творчество – только там, где оно может сыграть вам на руку.** Если вы подаёте заявку в компанию, где используется автоматическая система проверки резюме – графики и рисунки вряд ли сыграют вам на руку. Если вы хотите отправить своё резюме в видео-формате, то лучше убедитесь, что ваш HR-менеджер поддержит эту инициативу (например, если вы направляете такое резюме в рекламное агентство или в другую творческую организацию). Иначе весь ваш труд могут не оценить по достоинству.

18

**Не паникуйте, если у вас совсем нет необходимого опыта.** Сконцентрируйтесь на навыках, которые имеете. В конце концов, в университете у вас уже даже на первом курсе были и групповые проекты, и аналитические задания, и возможность выступить перед публикой (вашими одногруппниками).

19

**Указывайте курсы, которые вы прошли онлайн.** Особенно если у вас мало опыта работы. А если эти курсы связаны с программированием, SQL, Excel, финансами и дизайном – вас оценят по достоинству.

20

**Так как этот гайд предназначен для студентов, не забывайте указывать сначала место вашей учебы, а потом только место работы.** При полноценной взрослой жизни – сначала работа, а потом уже учёба.

21

**Не забывайте, что вы – личность.** Упоминайте свои интересы, а еще лучше – выстраиваете свой бренд сотрудника: у вашего резюме может быть один основной мотив. Например, если вы активист за права женщин, укажите ряд мероприятий с такой повесткой, в которых вы участвовали (если их проводила еще ваша целевая компания – вообще супер). Если интересуетесь конкретной страной и компаниями оттуда – отразите в резюме деятельность в региональных студенческих клубах, высокий уровень владения языком, релевантные курсовые работы (если мало опыта работы), а также, если опыт работы имеется, выделите задачи, напрямую или косвенно связанные с регионом вашего интереса.

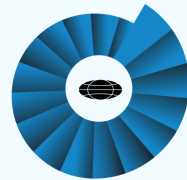
**Рекомендуемые шрифты:** Arial, Tahoma, Helvetica, Times New Roman или Bookman Old Style.

**Размер шрифта:** 11-12, для имени можно 14-16.

**Формат дат:** не имеет значения, но одинаковый на протяжении всего резюме.

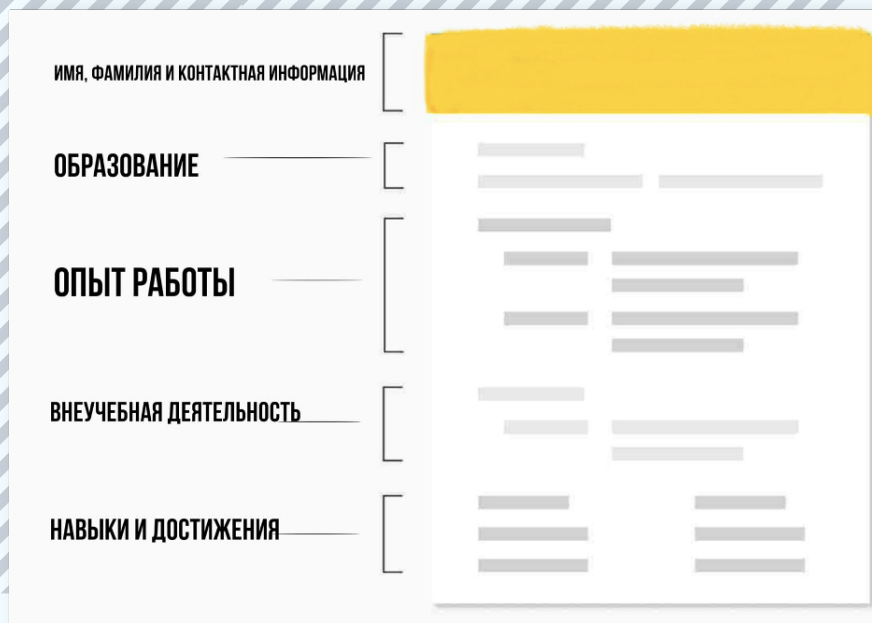
**Фото себя любимого:** нет





# СТРУКТУРА РЕЗЮМЕ

В английском резюме существует еще более жесткая структура, чем в русском:



## Пример классического и простого CV:

**Your Full Name**  
Street Number | City, State, Country | Phone Number | Email Address

---

**EDUCATION**

**Dartmouth College** City, State  
*Bachelor of Arts, Major in Economics, Minor in History* 20XX – 20XX

- Cumulative GPA: 3.8/4.0
- Varsity Sport – starter on the varsity sports team all four years; 20+ hours per week
- President, Student Club – responsible for managing all aspects of student run club
- Study Abroad – Exchange in foreign country

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**EXPERIENCE**

**Generic Capital Partners** New York, NY  
*Equity Research – Summer Intern* Summer 20XX

- Performed equity research of companies in the utility sector
- Utilized the DuPont formula to value companies based on ROE
- Made recommendation on which stocks to buy/sell as part of a long/short investment strategy
- Entered financial statements into Excel and performed historical analysis of key ratios
- Build a forecast based on input from consensus estimates and internal opinions of the businesses
- Used Bloomberg, Reuters, and Excel extensively

**Synonymous Equity Partners** New York, NY  
*Sales & Trading – Summer Intern* Summer 20XX

- Performed equity research of companies in the utility sector
- Utilized the DuPont formula to value companies based on ROE
- Made recommendation on which stocks to buy/sell as part of a long/short investment strategy
- Entered financial statements into Excel and performed historical analysis of key ratios
- Build a forecast based on input from consensus estimates and internal opinions of the businesses
- Used Bloomberg, Reuters, and Excel extensively

**Non-Finance Job** New York, NY  
*My First Job – Summer Intern* Summer 20XX

- Learned the value of hard work
- Demonstrated I'm responsible, reliable, and willing to do any type of work
- Earned money to pay for school
- Learned social skills that allow me to work in an office environment
- Show I'm a well-rounded person, not just really smart

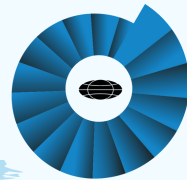
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**ADDITIONAL INFORMATION**

- Candidate for CFI's Financial Modeling & Valuation Analyst (FMVA)™ designation
- Activities and hobbies –yoga, piano, travel, food and experimental cooking
- My idols – Ray Dalio, Charlie Munger, Michael Mauboussin
- Other interesting information



Теперь разберём каждый из блоков резюме чуть подробнее.



## 1. ИМЯ, ФАМИЛИЯ И КОНТАКТНАЯ ИНФОРМАЦИЯ

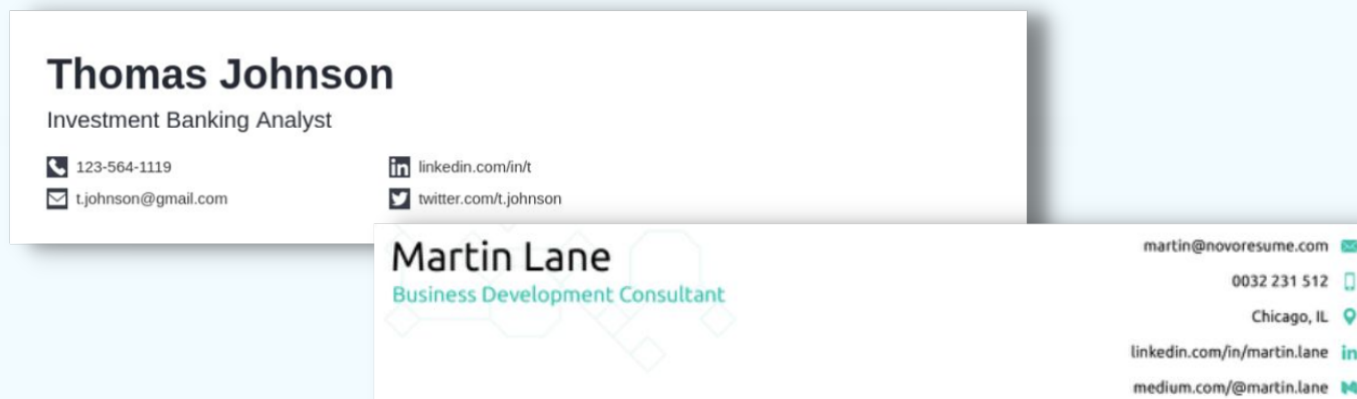
На что обратить внимание: отчество не нужно, телефон лучше указывать с разделителями, а e-mail должен быть деловой.

? Чем отличаются примеры ниже? Что делает одни хорошими, а другие - плохими?

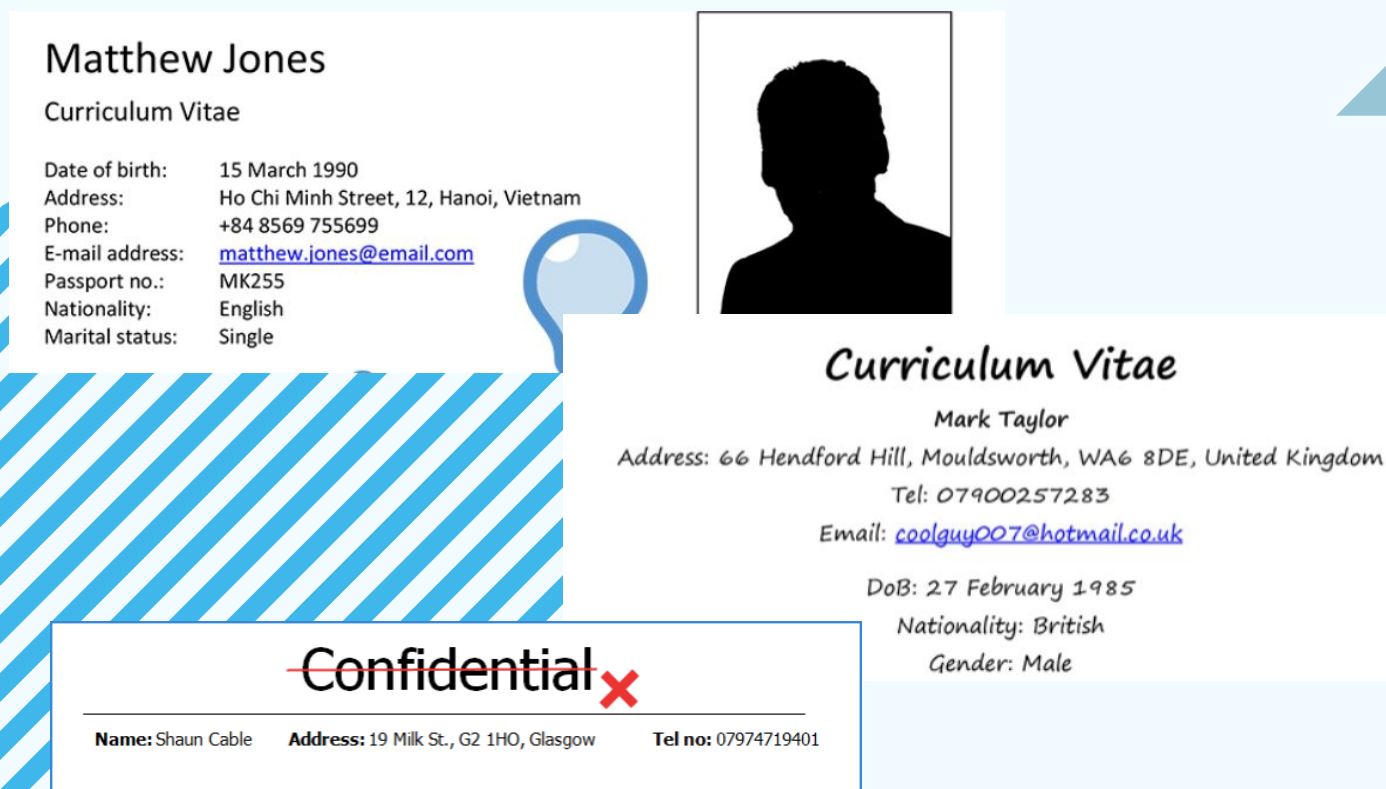
**ХОРОШИЙ ПРИМЕР:**



**(ОТНОСИТЕЛЬНО) ТВОРЧЕСКИЙ ХОРОШИЙ ПРИМЕР:**

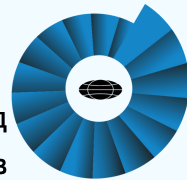


**ПЛОХОЙ ПРИМЕР:**





## 2. ОБРАЗОВАНИЕ



На что обратить внимание: указывайте полное название своего университета, город и страну, в котором они расположены. Не забудьте указать годы обучения в университете. Отметьте свои достижения в учебе. Вы входите в топ студентов вуза? А может, учитесь на бюджете?

? Как можно улучшить эти примеры?

ХОРОШИЙ ПРИМЕР (НО НЕ ИДЕАЛЬНЫЙ - ПОЧЕМУ?):

EDUCATION AND AWARDS	
2020-2022	<b>Moscow State Institute of International Relations (MGIMO University, Russia)</b> Reading for Masters in Economics degree <i>Economic Strategies of International Oil and Gas Companies, GPA 4.99/5.0; receiving full fees</i>
2016-2020	<b>Moscow State Institute of International Relations (MGIMO University, Russia)</b> <i>BA Economics, School of International Economic Relations; Amongst top 1% students in the university, GPA 4.8/5.0</i>

СРЕДНИЙ ПРИМЕР

ПЛОХОЙ ПРИМЕР

Education	
2016	<b>BSc in Marketing, Major in Professional Sales</b> <i>Penn State University, Philadelphia, PA</i> <b>Relevant Coursework:</b> Professional Selling, Sales Management, Advanced Sales & Selling Techniques, Cloud-Based CRM Systems. <b>Minor:</b> Leadership & Communication.

Education	
	University of California - New Cityland, CA Coursework in Finance, Business Writing, and Speech Communications

## 3. ОПЫТ РАБОТЫ

На что обратить внимание: Не больше 3-4 bullet points в описании работы, используйте лайфхаки из предыдущего раздела.

? Как можно изменить средний и плохой вариант?

ХОРОШИЙ ПРИМЕР:

WORK EXPERIENCE	
<b>NIKE</b> 10-2015-present London	<b>Product Marketer</b> <ul style="list-style-type: none"><li>Created and maintained lists of media contacts</li><li>Researched opportunities across online media channels</li><li>Produced product pitches and press kits</li><li>Supported event organization</li><li>Responded to media inquiries</li></ul> <p><b>KEY ACHIEVEMENT:</b> Lead a project team in designing and implementing a comprehensive social media relations strategy for a new line of lifestyle products, grew Facebook fan base from 0 to 12,000 in 4 months [LINK to the Facebook fanpage], gained 35,000 Instagram followers [LINK to the Instagram account] in 3 months.</p>
	<b>Java Programmer</b> Black Knight Financial Services, Jacksonville, FL 2010-2018 <ul style="list-style-type: none"><li>Designed and developed up to 10 applications projects per year.</li><li>Designed project requirements in cooperation with data analysis teams.</li><li>Participated in project meetings, with technical staff members, business analysts, and external stakeholders.</li></ul>

СРЕДНИЙ ПРИМЕР

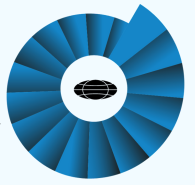
<b>Marketing Intern, Macy's, New York, NY</b>	2/16 - Present
<ul style="list-style-type: none"><li>Create exciting content on Twitter and Facebook to increase online engagement</li><li>Developed a promotional plan based on demographic needs using digital media</li><li>Collaborate with analysis team to compose a presentation of future outlook for brands</li></ul>	
<b>Technical Assistant, NYU French Department, New York, NY</b>	6/15 - 8/15
<ul style="list-style-type: none"><li>Provided technical support and PC troubleshooting for over 15 staff members</li><li>Created student and alumni databases using FileMaker</li><li>Updated department web site weekly</li></ul>	

ПЛОХОЙ ПРИМЕР

Work:		
2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.



## 4. ВНЕУЧЕБНАЯ ДЕЯТЕЛЬНОСТЬ /ЛИДЕРСКИЙ ОПЫТ



На что обратить внимание: покажите себя как человека, способного быть лидером, принимать решения и работать в команде.

? Подумайте, что отличает хорошие примеры от странного?

### СТРАННЫЙ ПРИМЕР

#### Lead/Leadership Component:

- Built and Managed teams of 5-8 testers depending on the project.
- Consistently lead projects to on-time delivery and with, at most low severity defects in Production.
- Created **Test Strategy/Approach** documents.
- Established and maintained **test environments**: Specify Database schema/structures; apply database restores from Production; setup Process Control files in UNIX; set up latest UC4 implementation; apply latest code including latest configuration files.
- Managed test execution tracking and defect tracking using **Quality Center**.
- Performed cross-functional training to the entire testing team.
- Developed and implemented **QA Methodologies** for the department. This included, but is not limited to development of Test Case Standards, Requirements Traceability Matrix, and Testing Metrics.
- Coordinated resources for projects using **MS Project**.
- Communicated status, issues, and risks to cross-functional teams and to Senior Management.
- **Mentored** team members, helping them to solve problems and make decisions.
- Coordinated User Reviews – collected and organized test results for presentation to the User community.
- Provided Work effort estimation for testing projects as input to larger project schedules.

Не хватает структуры и системности. Где это было? Как? Некоторые пункты лишние. Подумайте, какие?



### ХОРОШИЙ ПРИМЕР:

#### LEADERSHIP EXPERIENCE

##### Northwestern University Varsity Volleyball Team, *Team Captain/Member*

Fall 2008-Present

- Elected as team captain by teammates and coaches in senior year
- Balance full-time academic course load with 20+ hours of athletic responsibilities
- Serve as mediator to strengthen relationship between coaches and players
- Participate in life skills sessions that focus on effective leadership, organization, and time-stress management
- Uphold coach and team standards by promoting healthy and successful relationships
- Selected as an alternate for U.S. National Team (2008)
- Serve as member of the first team in program history to make the second round of NCAA tournament (2009)

##### Northwestern University Athlete Leadership Development Program, *Participant*

Fall 2010-Fall 2011

- Discussed ways athletic experiences can translate into important career-related skills
- Created mission statement for Northwestern Volleyball team by incorporating team vision and goals
- Co-led workshops on effective communication, decision-making, conflict resolution, and problem solving

##### Northwestern University Volleyball Clinic, *Counselor*

Seasonal 2009-2010

- Demonstrated quality volleyball skills while empowering campers to achieve goals through hard work
- Oversaw program activities for 600-1000 participants attending event
- Provided a range of presentations to teach participants basic and advanced volleyball skills

#### LEADERSHIP EXPERIENCE

##### University of North Florida, Jacksonville, FL

##### Resident Assistant, December 2010 - Present

- Developed excellent leadership skills while successfully managing 40 undergraduate students.
- Coordinate creative and educational programming that enhances student learning.
- Improve student's residential experience by addressing concerns and monitoring for potential issues.

##### Diabetes Camp Lion's Club, Jacksonville, FL

##### Lead Assistant Counselor, June 2009 – August 2009

- Promoted to current position within three months by demonstrating consistent professional leadership skills
- Demonstrated diversity competence and civic responsibility through application of training modules and mentoring opportunities.
- Worked to develop behavior modification plans with children and collaborated with management to ensure successful implementation of goals.
- Created a tracking system that monitored the progress of campers which supported initiatives for growth development in participants.

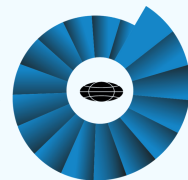
##### Wolfson Children's Hospital, Jacksonville, FL

##### Patient Transport and Customer Service Manager, January 2008 - May 2004

- Provided excellent customer service while transporting and communicating the exit plan for patients.
- Educated patients on follow-up care with Hospice staff and addressed remaining concerns.



## 5. НАВЫКИ И ДОСТИЖЕНИЯ / ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ



На что обратить внимание: помните, что вы – не просто машина по выполнению задач. Есть еще другие характеристики, которые отличают вас от других кандидатов помимо разных soft и hard skills. Также советуем использовать этот раздел для тех фактов, которые не подходят в другие категории.

? Подумайте, что отличает хорошие примеры от странного?

### ХОРОШИЙ ПРИМЕР:

ADDITIONAL INFORMATION	
<b>Workshops and additional courses</b>	
<ul style="list-style-type: none"><li>• BCG Case Marathon 2021 winner (~ 1500 participants)</li><li>• EY Consulting School 2020 (75 participants out of ~5000 applicants)</li><li>• Ace the Case held by Bain &amp; Company (100 people shortlisted out of 3000+ applicants)</li><li>• PWC Audit Camp (50 participants out of ~3000 applicants)</li><li>• Coursera: Financial Markets (Yale) w/Honours, Finance for Non-Finance Specialists(Rice University), Fundamentals of Corporate Finance (HSE), Model Thinking (University of Michigan)</li></ul>	
<b>Case championships</b>	
<ul style="list-style-type: none"><li>• Cup Russia 2020 (Semi-finalist, 6th among 1000+ teams)</li><li>• CFA Institute Research Challenge 2019-2020 (7<sup>th</sup> in Russia Final)</li><li>• Cup Moscow 2019 (Semi-finalist, 7th among 500+ teams)</li></ul>	
<b>Hobbies</b>	
<ul style="list-style-type: none"><li>• Enjoy painting canvas (graduated from art school), theatre enthusiast, dream of running a marathon, visited 20+ countries (goal is to cross Europe by car)</li></ul>	
LANGUAGES AND IT SKILLS	
<ul style="list-style-type: none"><li>• <b>Languages</b> : Russian (native), English (fluent), Danish (intermediate), German (intermediate), French (intermediate), Spanish (basic)</li><li>• <b>IT</b>: MS office, SQL Basics, Python basics</li></ul>	

ТАК СЕБЕ ПРИМЕР

### НЕПЛОХОЙ ПРИМЕР

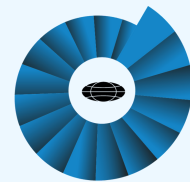
ADDITIONAL INFORMATION	
American Marketing Association, Student Member	2023 - Present
USC Dance Force	2023 - Present
Computer:	Microsoft Office, QuickBooks, LexisNexis; PC and Mac platforms
Languages:	Fluent Spanish, Conversational Italian
Interests:	Cooking, USC Athletics, Marketing, Golf

Interests
✓ Reading all kinds of books and expanding my knowledge base in various fields
✓ Travelling and touring the world
✓ Sculpting and painting- generally trying out all kinds of art expressions
✓ Swimming
✓ Gardening
Skills
✓ Willing to learn and train for any kind of job
✓ Working on sculpting and painting art forms
✓ Excels working as a team player

## Выводы:

Подводя итоги данного раздела, советуем вам быть в меру творческими и в меру сдержанными в своем резюме. Придерживайтесь четкой структуры и приходите на консультации по резюме в Центр Карьеры МГИМО :)





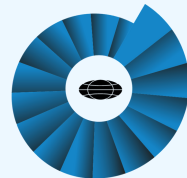
## ЧТО ДЕЛАТЬ, ЕСЛИ МНЕ ЛЕНЬ САМОМУ ДЕЛАТЬ ШАБЛОН РЕЗЮМЕ?

Специально для такого случая подготовили для вас набор онлайн-конструкторов резюме!

- 01 **Canva** - <https://www.canva.com/> - сотни ярких и красочных шаблонов и простой функционал.
- 02 **Novoresume** - <https://novoresume.com/> - минималистичные и простые шаблоны
- 03 **I can choose** - <https://icanchoose.ru/resume/> - русскоязычный сервис с шаблонами на 6 языках. Введите необходимую информацию и все, резюме готово!
- 04 **CV Maker** - <https://cvmkr.com/> - строгие \_ и традиционные резюме, 6 бесплатных шаблонов
- 05 **Zety** - <https://zety.com/resume-builder> - сервис по преобразованию уже имеющихся резюме и составлению новых







# УПРАЖНЕНИЯ

В этой секции мы собрали для вас примеры плохих и хороших резюме для тренировки и закрепления всех навыков, описанных в этом гайде.

Найдите ошибки в этих резюме (их может и не быть) и подумайте, как их можно было бы улучшить.

1

ASSISTANT COURT ANALYST

Experience

1994-10 - present

ASSISTANT COURT ANALYST

I've been an Assistant Court Analyst since June 2006. I first came to the County Clerk in October 1994. I've been working with the NYSCEF system since E-Filing was first introduced to Kings County. Since I was the assistant supervisor of the department that entered all court documents, I had and have extensive knowledge of court documents, which is why I was chosen to work with the E-Filing program. Presently, I work in the Administration Department in the Clerk's office. As well as assigning index numbers, I return documents for correction, Approve documents in the "to do list", close E-file cases, input cases in database, secure documents, seal documents, all types of data entry, i.e. court orders, judgements, etc., as well as several other tasks having to do with E-filing. I also am the assistant for purchasing officer, which includes creating purchase orders, paying invoices, processing refunds. I also work with the public and have to resolve issues that attorneys and for court users are having under the guidance of my supervisor. I've worked my way up from an hourly clerk in 1994 to being promoted along the way and lastly promoted to Assistant Court analyst in 2006. I am conscientious and a hard worker. I would be an asset to any department or team. I've been an Assistant Court Analyst since June 2006. I first came to the County Clerk in October 1994. I've been working with the NYSCEF system since E-Filing was first introduced to Kings County. Since I was the assistant supervisor of the department that entered all court documents, I had and have extensive knowledge of court documents, which is why I was chosen to work with the E-Filing program. Presently, I work in the Administration Department in the Clerk's office. As well as assigning index numbers, I return documents for correction, Approve documents in the "to do list", close E-file cases, input cases in database, secure documents, seal documents, all types of data entry, i.e. court orders, judgements, etc., as well as several other tasks having to do with E-filing. I also am the assistant for purchasing officer, which includes creating purchase orders, paying invoices, processing refunds. I also work with the public and have to resolve issues that attorneys and for court users are having under the guidance of my supervisor. I've worked my way up from an hourly clerk in 1994 to being promoted along the way and lastly promoted to Assistant Court analyst in 2006. I am conscientious and a hard worker. I would be an asset to any department or team.

Education

1979-09 - 1983-06

Personal Info

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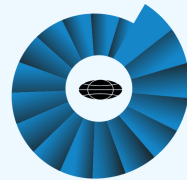
he adventure is far from over... What will this little pony do next, who knows??

- Responsible for £15M in revenue.
- Won 2 key strategic partnerships (Lufthansa & KLM) delivering 40,000 bookings.
- Developed a commercial strategy leveraging our leading position in the Middle East.
- Successful implementation of our retail rate strategy with Ebookers - contract negotiation and delivered an additional 1,000+ bookings in the first 3 months.



Escape the City Start-up Tribe for  
whooshpop.com





# HI! I'M LAUREN LOCKS

I'm a 21-year-old Graphic Designer from Long Island, NY and my passion is to create. I've created designs for print, the web, mobile applications, motion media, as well as illustrations and I would love to create for you need! I believe that pride in one's work, respect and collaboration within a group, the confidence to push ideas to the limit, and the desire to continuously learn and challenge yourself is what makes a great designer. Let me show you what I mean.



## MY EDUCATION

**Quinnipiac University**  
Interactive Digital Design Major  
Business Minor  
2010 - 2012 / 2013-2014

**Savannah College of Art & Design**  
Graphic Design Major  
Business Management/  
Entrepreneurship Minor  
2012-2013



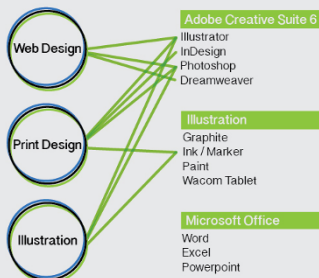
## WHERE I'VE WORKED

**The EGC Group**  
Internship from June 2011 - August 2011  
Managed social media for clients, wrote press releases, researched client competitors and aided in the preparation for meetings with clients.

**American Ultraviolet**  
Internship from July 2013 - August 2013  
Data entry, product organization, website graphics preparation, photography

## TECHNICAL SKILLS

In graphic design there are many ways to create. Separately, these programs and techniques are ingenious but when combined they are beautiful. With every project I try and incorporate as many programs as possible to add depth and personality to each design.



## FREELANCE

**The Alpha Delta Pi Sorority**  
Interactive Digital Design Chair  
Created flyers, banners, and graphics for each event held by the organization as well as collaborating on event ideas and the organization's social media presence

**Patchogue-Medford Youth Services**  
Volunteered to create several flyers for the events being held by the organization

## CONTACT ME!

515.547.6983  
laurenlocks56@gmail.com  
laurenlocks.com



## DANIEL RICHTER

2868 Airfield Road, Nashville, TN 37715

### CAREER OBJECTIVE

Marketing graduate with a history of exceptional Retail and Customer Service experience. Possess strong organizational and time management skills, pay close attention to detail, and able to multi-task effectively. Fluent in Spanish, with strong working knowledge of Salesforce.com and Easy Project.

### PROFESSIONAL EXPERIENCE

Legrand North America, Nashville, TN  
Customer Service Representative Intern, Jan 2015 – present

- Handle a call volume of 20+ calls per day, upselling customers on new package deals and products at a 50% rate, 20% higher than average intern-level employees
- Resolved delivery problems at a 90% rate, and alerted management and immediate superiors to issues beyond personal control
- Deliver excellent customer service, receiving above a 90% customer satisfaction rating each month of employment
- Trained 2 interns to use Salesforce.com, Easy Project, and demonstrated how to use email, telephone, Fax, EDI, and other customer contact channels to process orders

Payless Shoesource, Chapel Hill, NC

Cashier, Dec 2014 – Jan 2015

- Operate POS cash register, handling and average of 54 transactions daily, and count money in cash drawers to ensure amount is correct
- Developed a reputation for prompt, efficient service with a high level of accuracy, receiving 95%+ customer satisfaction rating from in-store surveys
- Implemented new customer service strategies successfully, increasing customer satisfaction by 9% in 6 months
- Memorized name, model, make, and location of all products in store to provide quality customer service

### EDUCATION

University of Chapel Hill, Chapel Hill, NC

Bachelor of Science in Marketing, June 2014

- GPA 3.5/4.0
- Published in school's newspaper editorial

### ADDITIONAL SKILLS

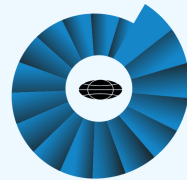
- Strong computer skills, and proficient in Microsoft Suite and email
- Bilingual Spanish and English
- High familiarity with Salesforce.com and Easy Project

### AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in Payless Shoesource



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## Amy Example

333 Example Avenue, Albuquerque, New Mexico 87106  
505-555-5555 [amy@example.com](mailto:amy@example.com)

### Summary of Qualifications

Over 3 years' experience in example field  
Outstanding written and verbal communication skills  
Expertise in important things like ABC and XYZ

### Education

Bachelor of Arts in Area of Study, Minor in Other Area 2016  
The University of New Mexico, Albuquerque, NM 3.5 GPA

### Professional Experience

Imagination Specialist January 2015-Present  
Hypothetical Industries, Albuquerque, NM  
Demonstrated ability to perform key tasks including ABC, resulting in wonderful, wonderful things  
Maintained standards essential to reality, leading to continued existence of the multiverse  
Wondered aloud 15+ times per day, irritating coworkers sometimes, but at other times inspiring them

Possible Position January 2012-December 2014

Some Company, Albuquerque, NM  
Neither confirmed nor denied allegations, leading to zero information being conveyed  
Counted sheep for hours at a time, totaling over 5,000 ruminants, resulting in a deep and restful slumber  
Expected the unexpected and hoped for the best while preparing for the worst

Other Position June 2010-December 2011

Misc Organization, Albuquerque, NM  
Executed all job duties effectively, resulting in fun for all  
Stirred coffee counterclockwise, leading to excellent spiraling forms  
Stopped to smell 35 roses, thoroughly enjoying the ensuring scents

### Community Involvement

Volunteer, Really Good Cause 2013-Present  
Member, Local Organization 2012-Present  
Advocate, Important Issue 2010-2012

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**JASON PEARLMAN**  
VISUALIZATION • ILLUSTRATION • SKETCHNOTING

I USE VISUALIZATION, ILLUSTRATION, AND SKETCHNOTING TO CLARIFY AND EXPLAIN INFORMATION FROM THE ANGLE OF "YEAH; BUT WHAT DOES IT LOOK LIKE?"

**START**  
I'M FROM HERE... LONG ISLAND  
"Pronounced 'Lawngyland', thank you very much!"

WENT TO SCHOOL HERE... NEW YORK  
"Pronounced 'New Yawk'"

FASHION INSTITUTE OF TECHNOLOGY  
ILLUSTRATION

I WORK FROM HERE... D.C.  
"Pronounced 'DC', just 'DC'"

**EXPERIENCE**

**HASSENSTEIN DESIGN**  
JUNIOR DESIGNER & PRODUCTION ARTIST  
- PACKAGING & PRINT DESIGN  
'00-'01

**EPROMOS**  
PRODUCTION ARTIST  
- BRAND MARKETING  
'02-'03

**KHNY**  
TECHNICAL ARTIST  
- LICENSED APPAREL GRAPHICS  
'03-'05

**MAP NETWORK/NAVTEQ**  
GRAPHIC DESIGNER & ILLUSTRATOR; CUSTOM MAPPING PRODUCTS  
- CLIENTS INCLUDED NASCAR, THE NFL, AND NATIONAL CYB'S  
- INTRODUCED ISOMETRIC ILLUSTRATION INTO MAP DESIGNS  
- HELPED GROW THE COMPANY FROM STARTUP TO ACQUISITION BY NAVTEQ  
'05-'08

**MAGA DESIGN GROUP**  
STUDIO MANAGER; PROJECTS AND CREATIVE RESOURCES  
- MANAGED DESIGN DATA VISUALIZATION, & INFOGRAPHIC PROJECTS  
- WORKED WITH LEADING DESIGNERS, INFORMATION ARCHITECTS, AND GRAPHIC RECORDERS  
'09-'11

**THE UNITED STATES**

**INDEPENDANT CONTRACTOR**  
ILLUSTRATION & VISUALIZATION  
VISUALIZATIONS, ICONS, ILLUSTRATIONS, INFOGRAPHICS, AND SKETCHNOTES  
CLIENTS INCLUDE: AMERICAN COLLEGE OF CARDIOLOGY, BRAINSTORM CREATIVE (URBAN INSTITUTE), CREATIVE CIRCLE (NOVARTIS, BLACKBOARD, SUBJECT MATTER), MARRIOTT, & NATIONAL LEAGUE OF CITIES '11-PRESENT

**MEMBER:**  
DC GRAPHIC FACILITATORS CLUB & DESIGN THINKING DC

**TOOLBOX**  
Ai Ps Id PPT PREZI  
VISUAL CAPTURE  
NueLand  
SKETCH NOTES

**LEARNING**  
EDWARD TUFTE  
DATA VISUALIZATION SEMINAR  
ALPHACHIMP STUDIOS  
ROCKSTAR SCRIBES  
GRAPHIC RECORDING COURSE

**EARNING**  
ACADEMY OF INTERACTIVE & VISUAL ARTS (AIVA) 2015 COMMUNICATOR AWARD  
GRAPHIC DESIGN USA  
2014 IN-HOUSE DESIGN AWARD

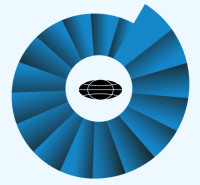
**FUN FACTS**  
HARDCORE CYCLIST & PRO RACING FAN  
CRAFT BEER GUY  
PUMPKIN TEACH ALE  
PUNK ROCK!

**LET'S TALK!**

JASONPEARLMAN.COM  
JASONPEARLMAN@NETSCAPE.NET  
202.664.6085 @JASON\_PEARLMAN  
LINKEDIN.COM/IN/JASONPEARLMAN

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# SAMANTHA JANSEN

Product Manager

## INFO

### ADDRESS

9 Wall St, New York, 10005, USA

### PHONE

890-555-0401

### EMAIL

email@example.com

## SKILLS

### Customer Analysis

### Product Strategy

### Research & Documentation

### Risk Management

### Problem Solving

### Verbal and Written Comm...

### Relationship Building

### Proficiency with Microsoft ...

## PROFILE

Highly capable Product Manager with 4+ years experience in multinational technology companies, seeking to apply strategic planning and proven leadership skills to grow revenue and improve market share.

## EMPLOYMENT HISTORY

### Product Manager, Asi Corp

New York

Feb 2018 - Present

ASI Corp. is a national distributor of IT hardware and software products in the US and Canada. As a Product Manager, my core activities include:

- Analyzing sales data to review, plan and assist with inventory management.
- Identifying new product opportunities based on in-depth market research.
- Defining project scope, goals, and deliverables to ensure consistency with company strategy and commitments.
- Conducting A/B testing to maximize product efficiency and UX. Increased user engagement by 25%.

### Product Manager, Johnson & Johnson

New York

Jul 2016 - Jan 2018

Johnson & Johnson is an American multinational medical devices, pharmaceutical and consumer packaged goods manufacturing company. As a Product Manager, my core activities included:

- Developing marketing programs for several new product offerings that brought in additional revenues of over \$1 million.
- Gathering market research and analytics to recommend product activities.
- Collaborating with marketing partners and stakeholders to deliver integrated plans.
- Implementing an Agile ideation plan to streamline development processes. Saved an overall cost of \$12 million.



## Nadia Smythe

smythe@g.harvard.edu | 444-555-2222

linkedin.com/in/nadiasmythe/

## EDUCATION

### HARVARD UNIVERSITY EXTENSION SCHOOL

2014 - 2016

Master of Liberal Arts, Management

- Recipient of Dean's List Academic Achievement Award
- Selected for the Venture Incubation Program at Harvard Innovation Lab and winner of Stretch Award 2016

### UNIVERSIDAD NACIONAL AUTONOMA DE MEXICO

2001- 2006

Bachelor of Business Administration in Marketing

- Graduated from Honors Program, Rank 1
- College Student of the year 2006 awarded by Expansion Time Warner Magazine
- Recipient of L'Oréal Excellence Award 2006

## PROFESSIONAL EXPERIENCE

### AGENDA28

September 2012- Present

CO-FOUNDER/ DESIGN STRATEGY DIRECTOR

- Founded design studio specialized in social impact that develops integral design strategies to increase effectiveness of social initiatives and empowers young designers from underserved communities in Mexico
- Led 20 design projects for nonprofits and social enterprises in the U.S., Mexico, India, Zambia, Australia, Switzerland
- Won Most Innovative Idea at Educational Innovation and Social Entrepreneurship Conference at Harvard - May 2015

### ENTERPRISE DE MEXICO

November 2008 - January 2014

MARKETING & SALES DIRECTOR

- Led the Marketing and Sales teams achieving a company growth of 163% in 5 years
- Reinforced the brand by redesigning the corporate identity and executing online marketing campaigns
- Improved the customer service by implementing a new Sales Methodology, a CRM and a Loyalty Program
- Developed a new Corporate Strategic Planning methodology and coordinated all related activities
- Expanded operations to 9 new countries in Latin America

### OPTICIANE MEXICO

January 2008 - October 2008

PR & MEDIA EXECUTIVE

- Managed the PR activities for 16 eyewear brands
- Planned events for Tiffany, Chanel, and Ralph Lauren winning best congress planner 2008 (Convenciones Mag.)
- Coordinated media campaigns for RayBan, Vogue and Prada
- Accomplished \$1,300,000 USD in Clipping (free advertisement)

### CLAIROLE MEXICO

March 2006 - December 2007

PREFERENCE BRAND MANAGER

- Performed the marketing activities including forecasts, new products launch, advertisement and promotions
- Led the Casting Crème Gloss and Color Rays market research
- Achieved 15% in annual growth vs 0.5% budgeted

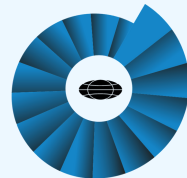
TRAINEE: Managed the Mexico City's point of sales team

INTERNSHIP: Supported Paris' hair color brands with sales forecasts, design of promotions and PR events

## VOLUNTEER EXPERIENCE

- INCUBATEC- Mexico City (January 2005 - May 2006): Coordinator of entrepreneurs program
- ARTE NAJEL- Chiapas, Mexico (July 2005 - March 2006): Marketing advisor for fair trade project
- POLE- Nairobi, Kenya (August 2012): Assistance to Mercy Community School to develop business plan





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#### PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

#### CONTACT

PHONE:  
678-555-0103

EMAIL:  
TheHamMan@hotmail.com

#### HOBBIES

Jiu-jitsu  
Philosophy



Customer



Dugo



Sales \$\$

# HAM DUGO

# HAM DUGO

Sales Associate

#### EDUCATION

University of Phoenix – Tempe, AZ  
Graduated 2008  
AS in Business Administration  
President of Jiu-jitsu Club

#### WORK EXPERIENCE

**Walmart Sales Associate**  
2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

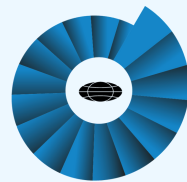
**ZARA Sales Associate**  
2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

#### SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%



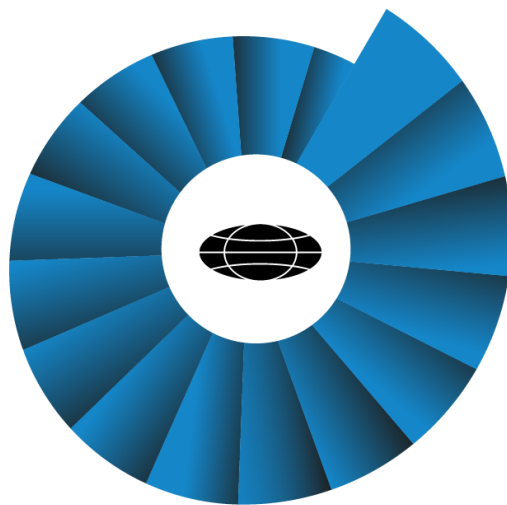


# ЧЕК-ЛИСТ ХОРОШЕГО РЕЗЮМЕ

- ☐ **Хороший шрифт.** Используйте Cambria, Verdana, Calibri, Georgia. Размер от 11 до 14.
- ☐ **Одинаковые границы.** Со всех сторон листа (2-2.5 см)
- ☐ **Равный межстрочный интервал.** Используйте одинарный или 1.15 интервал между всеми разделами резюме
- ☐ **Опрятные заголовки разделов.** Заголовки разделов должны быть чуть крупнее основного текста.
- ☐ **Достаточное количество пространства.** Резюме не должно быть сплошным текстом, важно, чтобы было пространство и «воздух»
- ☐ **Никаких графиков и фотографий.** Скорее всего, вы не являетесь профессиональными иллюстраторами + не забывайте про автоматические системы проверки резюме
- ☐ **Одна страница.** Краткость все-таки сестра таланта.







# MGIMO

CAREER CENTRE

2021