Resume Workshop:
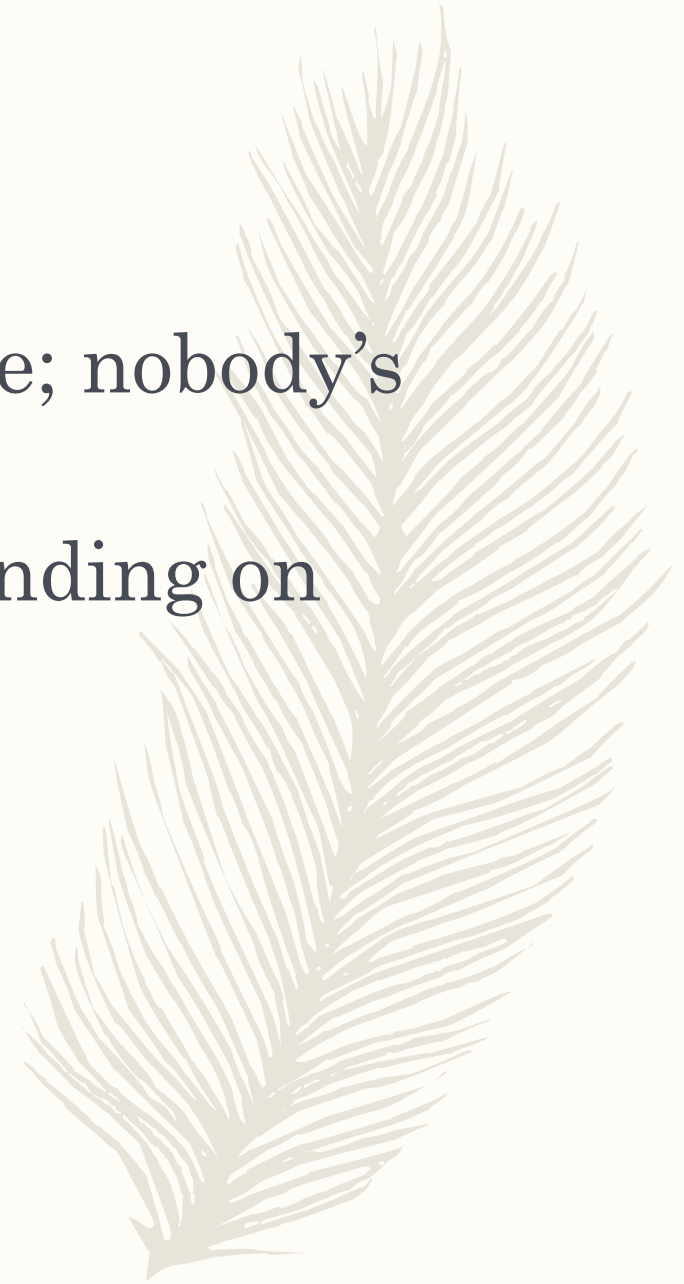## Resume Tips

Built By Girls UIUC and WiCyS

10.12.2021

Breaking down a resume

Formatting and tips

A General Disclaimer

- Resumes and resume advice are subjective; nobody's advice is perfect.
- Resume expectations can differ a lot depending on country and/or type of position.
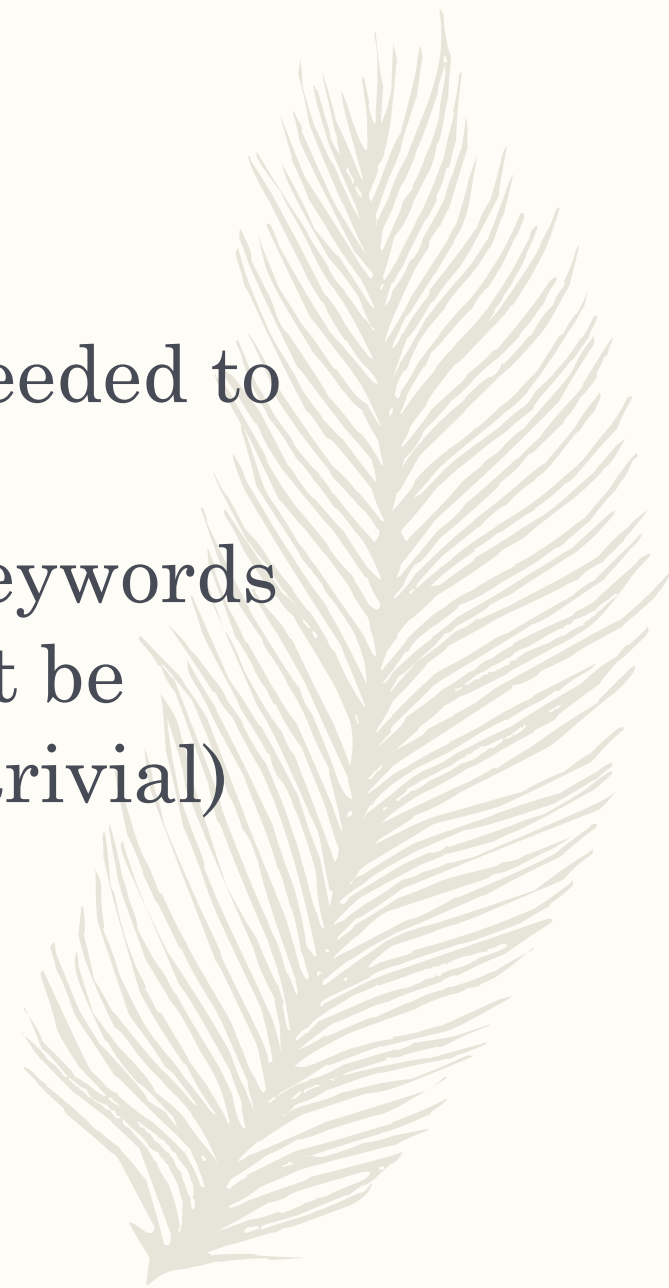
Positions in academia

- Significantly different from resumes needed for industry.
- Focus on research and collaboration.
- Focus on quality over quantity: be involved in specific, related projects and make significant intellectual contributions.
- Note that, to progress in research, one might need an advanced degree

Civil Service Positions

- Length doesn't matter - go as long as is needed to describe everything you've done
- For some positions you **must** match all keywords listed in the job description or you will not be considered (even if those keywords seem trivial)

Our Resumes

ARNOLD HUANG
2523 Bangert Lane, Naperville, IL 60564
(630) 999-7508 | ayh2@illinois.edu

EDUCATION

UNIVERSITY OF ILLINOIS AT URBANA - CHAMPAIGN Champaign, IL
Bachelor of Science in Finance and a Minor in Computer Science Sep 2017 - May 2021
- GPA: 3.70/4.00, James Scholar (Honors Student), Dean's List
- Relevant Coursework - **Completed**: Financial Markets, Corporate Finance, Financial Accounting, Managerial Accounting
  Intended Fall 2019: Investment Banking, Mergers and Acquisitions, Advanced Corporate Finance
- Certifications - Global Capital Markets (Univ. of Melbourne), Business and Financial Modeling (Wharton)

WORK EXPERIENCE

HSBC Chicago, IL
Incoming Commercial Banking Summer Analyst Jun 2019 - Aug 2019

MOTOROLA SOLUTIONS Schaumburg, IL
Services SaaS Platform Support Engineering Intern (SWE) Jun 2018 - Aug 2018
- Developed 3 data recollection and analytics tools using Python, MySQL, and NodeJS to provide exhaustive AWS cost and usage statistics to the CTO and upper level management
- Eased Motorola's deployment of cloud services by developing software to automate the creation and administration of cloud accounts that saves 960 man-hours of work per year
- Prepared a cloud readiness report by developing a "node" analysis system that utilizes migration statistics to continuously determine overall departmental progress on the cloud transition effort

FIND PARTNER (STARTUP) Champaign, IL
Co-Founder Sep 2017 - Feb 2018
- Created and developed Find Partner to promote collaboration for professional university projects by providing a matching and funding platform, ultimately resulting in use at CS Sail to connect several classes for a startup workshop
- Developed models using excel to determine potential for advertising-based profit by analyzing similar start up usage statistics and average operating expenses within the Gies College of Business startup program
- Evaluated potential financing options including venture capital, asset backed securities, and repurchase agreements

EXTRACURRICULARS/VOLUNTEERING

ILLINOIS BUSINESS ETHICS ACADEMY Champaign, IL
Analyst Mar 2019 – Present
- Researching the correlation of ethical behavior and financial success of the post Lehman Brothers banking industry via analysis of first-hand accounts, case studies, and quarterly financials of 14 major banks

ILLINOIS BUSINESS CONSULTING Champaign, IL
Consultant Aug 2018 - Present
- Analyzing and collecting competitor marketing data and industry case studies to develop a financing and market entry plan for an online rug retailer with the objective of doubling original short-term market share projections
- Developed project finance models to determine the feasibility of financing a medical infrastructure project by analyzing long term cash flows, potential regional risk, and cost of debt for similarly rated corporations
- Created a research framework to collect and process patient preference data for a large community healthcare corporation to develop revolutionary preventative healthcare and OB/GYN programs

AMERICAN MARKETING ASSOCIATION Champaign, IL
VP of Consulting May 2018 - Present
- Managed 16 consulting projects with an estimated 316k in increased profits for local businesses and organizations
- Oversee the consulting committee by handling recruitment and training processes as well as drafting scoping and background documents with clients to prepare teams for their upcoming projects

Project Director Aug 2017 - Jan 2018
- Consulted for the Gies College of Business by leading a team of 6 to study public trends to address a crippling tutor deficit
- Increased tutor efficiency by 136% in terms of students helped by rehauling recruitment and teaching operations

ADDITIONAL INFORMATION

- Technical Skills - **Intermediate**: Excel, VBA, Tableau, Python **Basic**: MySQL
- Interests - Poker, NBA, Options Trading, Geopolitical Events

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SEJAL K. PARMAR
331.262.9652 | skparmar701@gmail.com | linkedin.com/in/sejalkparmar/

EDUCATION

University of Illinois at Urbana-Champaign (UIUC)
B.S Computer Science with minor in Applied Statistics 2017-2020
MCS Computer Science with Teaching Assistantship, GPA 3.7/4.0 2020-2021

WORK EXPERIENCE

Quantitative Trading Intern | IMC Trading | Chicago, IL | Jun 2020—Aug 2020
- Researched three realized volatility metrics and their relationships with future realized and implied volatility to determine which metric is objectively best as a member of the Index Options Desk's volatility team
- Worked with trading leads across different desks to understand use-cases and common issues of each volatility metric and develop a model for predicting future implied volatility returns to use as a trading signal

Software Engineering Intern | Jump Trading | Champaign, IL | Aug 2019—Dec 2019
- Automated management of positions, profit and loss, and settlements on the cryptocurrency team
- Met regularly with business leads to pinpoint emerging crypto markets and determine the best exchanges for future expansion
- Expanded Jump Trading's trading functionality by writing archivers and processors to connect to five new exchanges

Software Engineering Intern | Facebook | Menlo Park, CA | May 2019—Aug 2019
- Improved the reliability and functionality of the main ads pipeline by reducing the complexity of adding and modifying configurations and columns to ensure all essential revenue generating pipelines remain operational
- Understood shortcomings of the previous implementation through user interviews across Ads teams and built out features for a better, more efficient internal user experience that reduced pipeline modification time by 60%
- Drafted and constructed a solution to ease testing for the pipeline by adding validators to catch highly costly errors

Software Engineering Intern | Jump Trading | Champaign, IL | Jan 2019—May 2019
- Designed and implemented a trading risk management regression suite to improve risk analysis for software deployment
- Analyzed trade data and patterns and compared trends across deployment cycles to catch 98% of errors before code is pushed to the pre-production testing environment

Software Engineering Intern | JPMorgan Chase | Chicago, IL | June 2018—Aug 2018
Software Engineering Intern | Capital One | Champaign, IL | Jan 2018—May 2018

LEADERSHIP EXPERIENCE

Senior Manager | Illinois Business Consulting | UIUC | Sep 2018—Current
- Leading three teams of eight consultants each to conduct data science/AI/ML projects focusing on supply chain optimization, MRD's for cutting edge streaming metrics, and data governance programs for clients ranging from local firms to Fortune 10 companies
- Specialized in product management problems and market strategies for startups and founded IBC's summer leadership summit to expand 10 IBC projects for 80 consultants to the summer term
- Pioneered six market entry strategies, supply chain optimization, backlog reduction, and anti-attrition projects in previous semesters

President (Previously Corporate & Outreach Chair) | Built by Girls | UIUC | May 2019—Current
- Creating the BBG@UIUC Project Summit, a semester-long initiative that gives members, especially those who lost their internships due to COVID-19, real-world experience in bringing a project to life while leveraging new technologies along the way
- Represented BBG at Career Fairs and cultivated company contacts to plan professional and social events, increasing recruitment by 200 students and 10 companies and establishing career resources for members
- Managed recruitment pipelines and created and ran a mentoring initiative that paired 40 underclassmen with 14 upperclassmen

Co-founder, CTO, and Software Team Lead | Theia Vision | Urbana-Champaign, IL | Sep 2017—Aug 2018
- Founded Theia Vision to provide a user-friendly personal assistant to guide the visually impaired in their day to day activities
- Served as the primary product and project manager by scoping the project, talking to end-users for market research, and building the MVP plan and technical stages documentation
- Focused on using convolutional neural networks using TensorFlow for real-time object detection and text-to-speech output

SKILLS

Technical Languages: Python, C++, C, Java, C#, SQL, R
Certifications: Stanford Machine Learning (2018), Text Information Systems (2019), Introduction to Trading, ML, & GCP (2020)

Some Parts May Be Fabricated For Display Purposes

Breaking down a resume:

name, contact info, & education

SEJAL K. PARMAR

331.262.9652 |skparmar701@gmail.com | linkedin.com/in/sejalkparmar/

EDUCATION

University of Illinois at Urbana-Champaign (UIUC)

B.S Computer Science with minor in Applied Statistics   2017-2020

MCS Computer Science with Teaching Assistantship, GPA 3.7/4.0   2020-2021

The education always go at the top to tell the recruiter your background. Keep it simple, only add extra info if you don't have relevant experience

Breaking down a resume: work experience

WORK EXPERIENCE

Quantitative Trading Intern | IMC Trading | Chicago, IL | Jun 2020—Aug 2020
- Researched three realized volatility metrics and their relationships with future realized and implied volatility to determine which metric is objectively best as a member of the Index Options Desk's volatility team
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Software Engineering Intern | JPMorgan Chase | Chicago, IL | June 2018—Aug 2018
Software Engineering Intern | Capital One | Champaign, IL | Jan 2018—May 2018

Work experience should be chronological with the most recent experience first. Make sure each bullet point is actionable and tells what you did, why you did it, and what the impact was. Got too much to fit on one page? Just list the title.

Resume Bullets

Action Word　　**What did you do**　　　　　　　　　　　　　　**How did you do it**

Prepared a cloud readiness report by developing a "node" analysis system that utilizes migration statistics to continuously determine overall departmental progress on the cloud transition effort

Why did you do it

Developed models using excel to determine potential for advertising-based profit by analyzing similar start up usage statistics and average operating expenses within the Gies College of Business startup program

Breaking down a resume:

extracurriculars and leadership

LEADERSHIP EXPERIENCE

Senior Manager | Illinois Business Consulting | UIUC | Sep 2018—Current
- Leading three teams of eight consultants each to conduct data science/AI/ML projects focusing on supply chain optimization, MRD's for cutting edge streaming metrics, and data governance programs for clients ranging from local firms to Fortune 10 companies
- Specialized in product management problems and market strategies for startups and founded IBC's summer leadership summit to expand 10 IBC projects for 80 consultants to the summer term
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- Served as the primary product and project manager by scoping the project, talking to end-users for market research, and building the MVP plan and technical stages documentation
- Focused on using convolutional neural networks using TensorFlow for real-time object detection and text-to-speech output

Treat this section like work experience in formatting, but don't put your extracurriculars in work experience unless you don't have experience or it's related to your field of work

Breaking down a resume:

technical/major-related projects

TECHNICAL PROJECTS

PURE Researcher | **Evaluating the Effectiveness of Precondition Generation Tools** | **UIUC** | Jan 2018 - May 2018
- Wrote specifications for commutativity and idempotency of methods using Parameterized Unit Tests in C#
- Evaluated tools for precondition inference: testing + machine learning (black box) and test + dynamic analysis (white box)
- Performed a manual inspection to assess the goodness of preconditions based on correctness and complexity

Co-Founder and Software Team Lead | **Theia Vision** | **Urbana-Champaign, IL** | Sept 2017 - May 2018
- Founded Theia Vision to provide a user friendly personal assistant to guide the visually impaired in their day to day activities
- Worked with convolutional neural networks using TensorFlow for real-time object detection and text-to-speech output

Place specific, field of study-related projects here. Make sure to emphasize what you did and why you did it. Impact is key!

Breaking down a resume:

skills & additional information

SKILLS

Technical Languages: Python, C++, C, Java, C#, SQL, R

Certifications: Stanford Machine Learning (2018), Text Information Systems (2019), Introduction to Trading, ML, & GCP (2020)

ADDITIONAL INFORMATION

- Technical Skills - **Intermediate**: Excel, VBA, Tableau, Python **Basic**: MySQL
- Interests - Poker, NBA, Options Trading, Geopolitical Events

DON'T PUT SKILLS YOU DON'T ACTUALLY HAVE! Anything that is listed on your resume can be asked about in an interview. You can also add your proficiency level next to the skill.

ATS

Applicant Tracking Systems

Application Tracking Systems (ATS)

75% of resumes don't actually get seen by a person

Over 90% of Fortune 500 companies use an ATS

What is an ATS?

- software programs that scan resume content and use an algorithm to search for keywords □ COMPLETELY AUTOMATED

- filter which resumes will go on to the next round of the hiring process

- keywords look for certain skills, education, prior work experience and even former employers

Tips and Tricks: Getting past the ATS

- Use an easy-to-read, parseable template
    - Check online (Resume Worded is a great place to see if your resume is ATS-friendly)
- Tailor your resume for each job position
    - Look through the job description and find keywords to include in your resume
    - Find similar job descriptions and use those as inspiration
- Quantify your achievements
    - ATS also scans for numerical keywords to see if a resume talks about impact

Open Q&A

Ask anything, resume-related or not