

GOOD RESUME EXAMPLES

**Dr. Mark H Mortensen
Professional Communications
Fall 2013**

James Free

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Energetic and motivating leader with proven ability to effectively manage both personnel and projects. Self starter and strong independent worker. Excel at analyzing products and procedures to generate new ideas to improve efficiency and production quality. Highly adaptable to ever changing circumstances. Key member in any team developing and executing strategic business plans.

PROFESSIONAL EXPERIENCE

Uncomfortable, Inc. , 2007- Present

Manager

Managed daily operations of a \$1 million foam insulation company.

Developed an effective marketing campaign and restructured product pricing/discounts resulting in an 80% bid acceptance rate.

Implemented new bidding process utilizing Excel spreadsheets to formulate more accurate bids. Allowed for the tracking of individual job costs and provided feedback as to efficiency of crews with regards to material waste and labor hours.

Trained and supervised work crews in more efficient product installation techniques that have reduced material waste by 20% and labor hours by 43%.

Developed sales team's knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for and utilize spray foam insulation.

United States Rescue Officer, 1995-2006

Manager, (2004- 2006)

Data Network Manager - Managed command and control data network used to generate video representation of geographic area surrounding ship. Team consisted of 38 individuals from four departments.

Production Control Officer - Coordinated the efforts of 135 personnel utilizing 37,000 man hours, completed 520 jobs totaling over \$4 million during 13 month refurbishment period.

Assistant Command Duty Officer - Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

Instructor Pilot, (2001-2004)

Standardization Officer - Administered, coordinated, and supervised flight and academic training for United States flight training program. Encompassed over 200 instructors and 600 students in five units.

Assistant Operations Officer - Coordinated and supervised four Flight Commanders to insure pilot completion rates met quarterly and annual goals.

Flight Commander - Managed and scheduled 11 instructor pilots and 38 flight students to complete primary and intermediate level flight training.

Instructor Pilot, (1998-2001)

Instructor - Instructed junior pilots in all facets of large multi-engine aircraft operations to include crew resource management, emergency procedures, and basic flying skills.

Mission Commander - Led, planned, managed, and executed assignments to maintain crew and aircraft at the highest levels of readiness.

Squadron Scheduler - Scheduled daily flight operations in order to meet the individual training requirements of ten independently deployed crews consisting of 196 aircrew personnel.

Program Manager – Managed and analyzed data that tracked and correlated flight hours expended as related to each individual's qualifications. Reported the efficiency of squadron flight hours utilized to accomplish training objectives and identified inefficiencies in flight training as well as expired qualifications. Implementation of program allowed squadron to achieve the highest readiness levels at a reduced cost in flight hours.

Training Officer - Developed and implemented monthly training plans for continuing professional education of all pilots assigned to squadron.

EDUCATION AND TRAINING

- **MBA** - Finance, Auburn University,
- **B.A. Business Economics** - University of Costa Rica
- **Aviator** - Advanced Flight Training, United States Flight Patrol
- **Integrated Project Team Course** - Project Management College, United States Flight Patrol

Selective courses in Building Construction, Construction Management, and Cost Estimating.

AWARDS AND COMMENDATIONS

Navy Marine Corps Commendation Medal (2)

Navy Marine Corps Achievement Medal

Humanitarian Service Medal

Global War on Terrorism Service Medal

Good resume that highlights
accomplishments- MORT

Joe Corn

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554-112-3330 e: jcrn@georgemail.com

Dynamic entrepreneur who utilizes creativity, leadership and teamwork to design and execute solutions that create customer value. Effective communicator with ability to create marketing materials that convey value for both clients and end users.

MBA, Gotebo University
BBA, University of Massachusetts

Additional Areas of Expertise

Client Relations ~ Process Improvement ~ Forecasting
Project Design & Management ~ Budget Planning & Development

Accomplishments

Created an Internet Marketing Company that designs and manages websites for independent contractors utilizing new search engine techniques to increase customers
Sold my interests in start-up for 600% ROI in 1 year
Developed and handled marketing campaigns and budgets for a variety of businesses in different industries and markets
Extensive experience handling a variety of different clientele through various levels of communication, from independent agents, to college deans, to independent contractors
MBA graduate with emphasis in Marketing, Finance and Entrepreneurship
CEO of Gotebo 2011 Business Plan Competition, Honorable Mention at the Big 42 Competition; business plan became company later that year

EXPERIENCE

Sacks Media, Texas, Oklahoma (2011-2012)

Partner / Co-Founder

Handled all marketing and advertising budgets for internet media start-up
Designed all marketing and advertising material for Sagax and various spin-offs (cityelectrician.com)
Coordinated efforts with Sack's two other operating partners on all projects and planning
Designed websites for usage and feel, limited programming duties

Gotebo University, Registrar's Office, Gotebo, TX (2010-2012)

Senior Office Assistant/Student Worker

Responsible for all Registrar publications, editing, formatting and budgeting, including University Course Catalog, a full compilation of colleges, degrees and courses provided by the university
Coordinated with deans, department heads, faculty and other academic personnel in scheduling all university classes, optimizing time, space and instructional needs of faculty and students
Initiated classroom directory, allowing faculty and students to view classroom setup and location
Proposed and presented technological advancements for Registrar's office to Faculty Council and other committees to improve information transfer between departments and registrar

Cottontale Financial, Ltd., AK (2009-2010)

Corporate Trainer/ Operations Support Staff

Responsible for all aspects of in-store employment (hiring, training, coaching, and termination)
Provided customer/store support, involving problem solving, procedural changes and corrections
Analyzed and rewrote procedures/training manuals to improve efficiency and customer service
Designed flexible training program for in-store employees for technical and non-technical users

Paradise Lost Group, TX (2008-2009)

Marketing Coordinator

Coordinated all marketing efforts, including management of three field representatives
Served current and prospective clients in all aspects of marketing our products, from customer service issues, to re-evaluating procedures, to the identification and acquisition of larger clients
Used and maintained contact software to organize and manage over 500 independent agents
Re-designed website to better serve contracted insurance agents
Designed presentation materials to better display the value of our product vis-à-vis competitors

ACTIVITIES/INTERESTS:

Gotebo MBAA Club

CEO of 2011 Gotebo Business Plan Competition, Big 42 honorable mention

Member of Gotebo Alumni Association

Mass Marketing Club

Social Chair for Strong Hall (University of Mass, 2007-2008)

Member of Mass Alumni Association

Good resume of a recent graduate
with little work experience -

Hailey Sharpe

Home: 555-555-5555 Cell: 555-555-1234

haileysharpe@XYZcollege.edu

456 Oakwood Terrace

Philadelphia, PA 12121

Education

Bachelor of Arts, XYZ College, XYZ Town, NY, May 2010

Double Majors: English and American Studies

Minors: Spanish and Honors Forum

Overall GPA 3.995; Highest Honors each semester

Study Abroad: Bath, England - January 2008; Madrid, Spain - Spring 2009

Related Experience

Intern, **American Museum in England, England**

Spring 2009

- Worked with the Education Director of the Museum, assisting and observing education programs for schoolchildren

Recruiting Assistant, **Career Services, XYZ College**

Sept. 2007 - present

- Promoted from Career Services Assistant to Recruiting Assistant in fall 2008
- Nominated by supervisor as XYZ Student Employee of the Year based on outstanding performance
- Perform general administrative duties to support professional staff

Student Leader, **Town Reading Program for Children, XYZ, NY**

Jan. 2007 - present

- Discuss and analyze a piece of young adult fiction with 4th and 5th grade students
- Generate discussion questions to stimulate literary conversation between students
- Organized a festival for the children that involved activities relating to the story and provided a presentation on the cultural significance of the book

Calculus Tutor, **XYZ College, XYZ Town, NY**

Jan. 2008 - May 2008

- Assisted college student in understanding concepts and preparing for exams in her Calculus I class

Volunteer at Early Childhood Center, **XYZ College, XYZ Town, NY**

Jan. 2008 - May 2008

- Interacted with preschoolers, helping run and organize activities i.e. arts and crafts and reading time

Summer Counselor, **Jewish Community Center, Philadelphia, PA**

Summer 2004 - Summer 2007

- Created a weekly schedule for children ages 3-6 at a full-time summer camp
- Implemented and ran activities for a group of up to 15 children

English Tutor, **Philadelphia, PA**

Summer 2006

- Prepared weekly lesson plans to help a student prepare for her high school English course
- Taught essential aspects of writing a paper; how to devise a thesis, create a conclusion, etc.

Algebra Tutor, **Wilmington High School, Philadelphia, PA**

Spring 2006

- Assisted high school freshman in understanding concepts and preparing for exams in Algebra I

Other Experience

- Clarinet player in various wind ensembles, chamber orchestras, and competitions
- Marketing Assistant, Marketing and External Affairs, ABC College
- Editorial Assistant, Public Official Magazine, Technology and Government

Good resume with mostly
internship experience - MORT

Jane Jones
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Willow Creek, NY 12900
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EDUCATION

University of Rochester, Rochester, NY, May 20XX
Bachelor of Science, Major: Business (GPA 3.45) Minor: Music (GPA 3.2)
Awarded the Susan B. Catone Scholarship, Spring 20XX

ANALYTICAL SKILLS AND TEAM PROJECTS

Finance course, Department of Business, University of Rochester, Fall 20XX
Prepared and analyzed financial statements of local business.
Calculated financial ratios, compared to industry standards.
Evaluated organizational performance and compared figures with local competition.

Intern, Merrill Lynch, New York, Summer 20XX
Reviewed current trends in financial industry and created PowerPoint presentations for clients.
Spent time with Financial Consultants and assisted in organizing FA / EMA Account lists.
Assisted in the organization of files, collateral material and other administrative tasks.

Intern, Delta Airlines, New York, NY, Summer 20XX
Calculated liquidity, solvency and profitability ratios of Delta consulting with financial officers as necessary.
Determined favorable trends by analyzing ratios, using Excel spreadsheet to exhibit ratios and trends.

LEADERSHIP EXPERIENCE

Resident Assistant, University of Rochester, Fall 20XX - Present
Acted as role model, leader and friend, promoted community involvement.
Worked with staff to provide safe, clean, healthy living environment for students.
Assisted students in transition to college life.

Math Tutor, Department of Mathematics, University of Rochester, Fall 20XX

VOLUNTEER EXPERIENCE

The American Cancer Society, Rochester, NY, Summer 20XX

CO-CURRICULAR ACTIVITIES

VP, Student Government Association, University of Rochester, Fall 200X – Present

COMPUTER/LANGUAGE SKILLS

Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Access, PC and Mac, Internet.
Fluent in written and spoken Spanish; Proficient in Mandarin.

Good resume I recently got from someone with a lot of experience – highlighting his projects - MORT

Woodward Timonian

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Westford, MA 01886

twoodward@speedcatz.com

Home: 555-692-3851

Career Summary

Skilled and dedicated multi-discipline engineer with more than 20 years of systems, software, and hardware engineering experience. Recognized by management and peers as a respected technical leader and a hands-on, proactive problem solver. Able to work independently or as an exceptional team player; highly proficient in negotiating and establishing rapport with managers, peers, and customers to deliver timely solutions. Strong ability to be flexible and work effectively on a wide range of engineering projects. Excellent written and verbal communication skills. Veteran ~ United States Marine Corps.

- Product Improvement
- Database Design
- Embedded Systems
- Network Administration
- Web Development
- Solid Coding Practices
- Customer Support
- Systems Integration
- Data Backup & Retrieval

Databases: MySQL, SQL Server, Microsoft Access, FileMaker Pro, dBASE

Languages: C/C++, Microchip Assembler, ASP, PHP, Java Script, HTML, CSS, FORTRAN, PASCAL

Systems: Windows, UNIX, Linux, Mac/OSX, MS/DOS

Protocols: TCP/IP, HTTP, SMTP, FTP, DNS, DHCP, WINS

Noteworthy Projects & Awards

Custom Sales Application – Leadership role in designing, developing, and delivering custom application that queries data from CRM, quoting tool, and business system into a centralized sales dashboard allowing sales staff to review customer information, open quotes, prior sales history, and inventory levels in a single, well organized interface.

Embedded Controller – Developed from initial idea to proof-of-concept an embedded microcontroller based solution to detect and decode the note played on a guitar which interfaced with a USB host controller to light the corresponding LEDs of a second guitar.

Governor's Award for Excellence – Re-engineered standard arcade machine to control the speed of play to entertain and re-habilitate severely handicapped children at the Franciscan Children's Hospital in Brighton, MA. Designed custom interface to allow connection of multiple types of controllers from the original joystick to sip & puff switches. Received Governor's Award for Excellence at the State House in Boston, MA.

Professional Experience

BIZI International Inc., Tyngsboro, MA

September 1995 ~ Present

Software Engineer

Research, design, and deliver custom internal application that consolidates customer relationship management, quoting, and business databases into a single, highly effective sales tool.

- Design, code, and document front-end tools to manage web and internal customer applications.

- Define and build user-defined fields and custom views within customer relationship management application extending its usability and functionality.
- Develop enhanced search capability within customer database using SQL queries to access data not provided within standard search tools.

Web Developer / Designer

Responsible for all aspects of BIZI International's corporate websites including design layout, coding, dynamic content, contact forms, and other web technologies.

- Leverage ASP SQL query capability with MySQL database to dynamically create content for company catalog resulting in the generation of more than 15,000 unique product pages.
- Analyze and optimize website performance for top placement in major search engines.
- Responsible and accountable for the coordinated management of vendor relationships.

Systems Engineer / Network Engineer

Principal engineer responsible for the design, implementation, and continued maintenance of BIZI's enterprise systems, applications, databases, and network infrastructure to include the corporate headquarters and four remote sales offices.

- Design, document, and execute appropriate maintenance procedures including system upgrades, security updates, and system backups.
- Sole database administrator for MySQL, MS SQL, MS Access, and dBASE IV on various operating systems.
- Manage firewall, network performance, and server monitoring both onsite and remotely.

Electronic Vision International Inc., North Billerica, MA

July 1989 ~ Sept 1995

Software Sales Engineer

Provided worldwide technical support to customers, marketing, and sales for Ultrabac disaster and recovery software. Played key role in procuring multi-million dollar contract to provide the disaster recovery solution for all US Embassy datacenters.

- Developed and demonstrated interactive disaster recovery simulation for trade shows and pre-sales marketing seminars giving potential customers the opportunity to experience the product first-hand.
- Recommended and supported tape-backup hardware, providing customers with a comprehensive disaster recovery solution.

Computer Numerical Control Corp., Lowell, MA

Oct 1987 ~ July 1989

Electrical Engineering Technician

Assisted new product engineer in designing, prototyping, and testing next generation products for the drilling, routing and insertion industry.

Datamarine Instruments, Pocasset, Massachusetts

May 1987 ~ Sept 1987

Test & Calibration Technician

Calibrated, tested and repaired precision marine instrumentation and communication equipment to the component level. Achieved a greater than 92% overall success rate of delivery to final product.

United States Marine Corps

Jan 1983 ~ Jan 1987

Aviation Electronics Technician

Calibrated, tested, and repaired mission critical electronic counter-measure equipment to the component level. Supervised work crews, prioritized workloads, and performed quality assurance inspections. Received letters of recognition and Meritorious Mast Award for “Outstanding Performance”.

Education

MS, Computer Science, University of Massachusetts - Lowell, MA - 9 Credit Hours ~ 2013

BS, Electrical Engineering, University of Lowell - Lowell, MA

Advanced Aviation Electronics, United States Marine Corps

"Most Illustrious Lord, Having now sufficiently considered the specimens of all those who proclaim themselves skilled contrivers of instruments of war, and that the invention and operation of the said instruments are nothing different from those in common use: I shall endeavor, without prejudice to anyone else, to explain myself to your Excellency, showing your Lordship my secret, and then offering them to your best pleasure and approbation to work with effect at opportune moments on all those things which, in part, shall be briefly noted below.

1. I have a sort of extremely light and strong bridges, adapted to be most easily carried, and with them you may pursue, and at any time flee from the enemy; and others, secure and indestructible by fire and battle, easy and convenient to lift and place. Also methods of burning and destroying those of the enemy.
2. I know how, when a place is besieged, to take the water out of the trenches, and make endless variety of bridges, and covered ways and ladders, and other machines pertaining to such expeditions.
3. If, by reason of the height of the banks, or the strength of the place and its position, it is impossible, when besieging a place, to avail oneself of the plan of bombardment, I have methods for destroying every rock or other fortress, even if it were founded on a rock, etc.
4. Again, I have kinds of mortars; most convenient and easy to carry; and with these I can fling small stones almost resembling a storm; and with the smoke of these cause great terror to the enemy, to his great detriment and confusion.
5. And if the fight should be at sea I have kinds of many machines most efficient for offense and defense; and vessels which will resist the attack of the largest guns and powder and fumes.
6. I have means by secret and tortuous mines and ways, made without noise, to reach a designated spot, even if it were needed to pass under a trench or a river.
7. I will make covered chariots, safe and unattackable, which, entering among the enemy with their artillery, there is no body of men so great but they would break them. And behind these, infantry could follow quite unhurt and without any hindrance.
8. In case of need I will make big guns, mortars, and light ordnance of fine and useful forms, out of the common type.
9. Where the operation of bombardment might fail, I would contrive catapults, mangonels, trabocchi, and other machines of marvelous efficacy and not in common use. And in short, according to the variety of cases, I can contrive various and endless means of offense and defense.
10. In times of peace I believe I can give perfect satisfaction and to the equal of any other in architecture and the composition of buildings public and private; and in guiding water from one place to another.
11. I can carry out sculpture in marble, bronze, or clay, and also I can do in painting whatever may be done, as well as any other, be he who he may.

Again, the bronze horse may be taken in hand, which is to be to the immortal glory and eternal honor of the prince your father of happy memory, and of the illustrious house of Sforza.

And if any of the above-named things seem to anyone to be impossible or not feasible, I am most ready to make the experiment in your park, or in whatever place may please your Excellency - to whom I commend myself with the utmost humility, etc."

Leonardo da Vinci