

FIRST LAST

New York, NY | P: +44 123456789 | first.last@resumeworded.com

EDUCATION

RESUME WORDED UNIVERSITY

Bachelor of Engineering

Major in Computer Science; Minors in Mathematics and Psychology

Cumulative GPA: 3.93/4.0; Dean's List 2015-2016

Relevant Coursework: Data Analysis, Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

Boston, MA

Expected May 2022

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Study Abroad Program in International Business and Globalization

New York, NY

Jul 2018 - Jul 2019

WORK EXPERIENCE

RESUME WORDED & CO. (8 employee venture-backed recruitment startup)

Project Management Intern

New York, NY

Jun 2021 – Sep 2021

- Developed an Excel macro and standardized reporting templates, resulting in efficient data collection and a 35% reduction in turnaround time
- Created knowledge base of 80 internal resources, improving employee onboarding and reducing time spent per project on administrative tasks by 40%
- Managed international stakeholders in India, United Kingdom and Hong Kong by hosting daily standups and coordinating weekly status reports

GROWTHSI

Data Analyst Intern

New York, NY

Jun 2020 – Sep 2020

- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
- Collaborated with developers and product management team to assess project outcomes and prioritize future app features

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT

Feb 2020

- Organized and conducted monthly meetings with city council executives and other community leaders to raise funds for city recycling initiative
- Generated 50+ donors through cold call sales and systematic email outreach; qualified leads based on industry and location

BUSINESS MANAGEMENT PROJECT

Jan 2020

- Conducted survey and quantitative analysis to understand customer sentiment and purchasing trends; presented recommendations to Senior Consultant at McKinsey & Co.

ACTIVITIES

RESUME WORDED FINANCE SOCIETY

Head of Events

Boston, MA

Sep 2020 – Present

- Founded the first ever Business Series to organize finance training for 500 students
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 universities in Boston

RWU TENNIS SOCIETY

Committee Member

Boston, MA

Jan 2020 – Present

- Managed the launch of new booking system to improve organization of events; system now used across university

ADDITIONAL

Technical Skills: Software Development Life Cycle (SDLC), Microsoft Project, SQL; Proficient in MATLAB, Python, Excel

Languages: Fluent in French, English; Conversational Proficiency in Italian, German

Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations