

First Last

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EXPERIENCE

2016-Present **RESUME WORDED & Co.** San Francisco, CA

Senior Project Manager

- Managed cross-functional team of 10 in 3 locations (London, Mumbai and New York), ranging from entry-level analysts to vice presidents, and collaborated with business development, data analysis, operations and marketing
- Launched Miami office with lead Director and recruited and managed new team of 10 employees; grew office revenue by 200% in first nine months (representing 20% of company revenue)
- Reduced development costs by 25 percent by creating a plan to merge related products into one, more streamlined product.
- Oversaw integration of an external technology solution by leading 5 developers and 9 testers from two companies, resulting in an additional \$1MM of sales.
- Bullet points should be in format [Action Verb] [Accomplishment] [Metric] (e.g. Developed X to do Y; this resulted in Z% improvement)

2012-2014 **GROWTHSI** Beijing, China

Project Manager (2013-2014)

- 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%
- Developed an Excel macro and standardized reporting templates, resulting in efficient data collection and a 35% reduction in turnaround time.
- Proposed solution and built team to solve number one cause of customer complaints, and completed project six months ahead of schedule.
- Coached 30 summer interns and launched a mentorship program for new joiners in the Berlin office.
- Bullet points should be in format [Action Verb] [Accomplishment] [Metric] (e.g. Developed X to do Y; this resulted in Z% improvement)

Business Analyst (2012)

- Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings
- Decreased uninstallation rate by 40% by introducing an interactive tutorial at app launch

2012-2014 **RESUME WORDED & Co.** San Francisco, CA

Technical Analyst

- Designed, executed, and optimized digital marketing campaign on Google AdWords; led to 20% increase in ROI
 - Managed redevelopment of internal tracking system in use by 125 employees, resulting in 20+ new features, reduction of 20% in save/load time and 15% operation time
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EDUCATION

2014-2016 **RESUME WORDED ENGINEERING SCHOOL** New York, NY

Master of Data Science; Minor in Business Analytics

- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
- Leadership: Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

2007-2011 **RESUME WORDED UNIVERSITY** San Francisco, CA

Bachelor of Engineering, Major in Computer Science; Minors in Consumer Psychology and Mathematics

OTHER

- Languages: Spanish (native), Chinese (intermediate)
- Technical Skills: Microsoft Access, SQL, Agile Project Management, Scrum, PRINCE2, MATLAB, Excel, enter keywords as they appear in the job description
- Certifications: Project Management Professional (PMP) (August 2016), ABC Certification, [other certification required in job description]
- Volunteering: Volunteered 20 hours/month at ABC Foundation (2012-2014)