

CLICK HERE TO ENTER NAME

[Summary — no more than 2 lines, lead with MBA class year and focus area, then highlight strengths / key skills]

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC May 20XX

Master of Business Administration (MBA), Enter concentration here

Click here to insert awards/honors like Jenkins Graduate Assistantship, etc. Please refer to detailed style guide for phrasing.

Click here to insert school-related activities, clubs, etc.

CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY, City, State Insert month and year of degree

Click here to insert Bachelor of Arts or Science, Field of Study GPA: X.X

Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

EXPERIENCE

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location) Month Year – Month Year

Click here to insert title

Ensure that ↑ dashes are a consistent size throughout resume. Dates should be separated by the en-dash, with one space on either side

- Resume bullet = Strong ACTION VERB + Problem / Action / Result (PAR) format
- Use variety of strong action verbs at the beginning of bullets; avoid repetition and never say “responsible for”
- Include specific actions and measurable results—specify how many people you managed, amount of money saved, earned or managed, percent of sales gained, or savings gained by process improvements
- Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry
- Resume bullets are not sentences—remove periods, pronouns (I, me, my, we, us, our) and articles (a, an, the)
- List experience in reverse chronological order; present tense for current exp, past tense for previous experiences

CONTENT TIPS

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location) Month Year – Month Year

Click here to insert title

- Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text — edit carefully
- Try to use at least two bullets for each work experience; do not use periods at the end of each bullet
- Write numbers from zero through ten as words and write numbers above ten as numerals; use \$1K, \$1M, \$1B
- Avoid resume bullets with “orphans” — single words on their own lines

FORMATTING TIPS

LEADERSHIP EXPERIENCE

← Call this section Community Involvement if you prefer / if it is more appropriate)

ORGANIZATION – Position/Title Semester XXXX – Present or Month Year – Month Year

- This section is entirely optional — only use if you have something relevant to list where you managed activities you can speak to
- List involvement where you were elected/selected, held a position of leadership/impact, or received a special honor or distinction, but if you list an activity on your resume be prepared to discuss it in a meaningful way in an interview

ORGANIZATION – Position/Title Semester XXXX – Present or Month Year – Month Year

- Showcase transferable skills/strengths from your activities that are most relevant to desired position or industry
- Each entry should have a minimum of two bullets, and bullets should be PAR format and highlight impact/results

ADDITIONAL INFORMATION

Computer Skills: List skills relevant to your target industry, separated by commas

Certifications: List special certifications you might have or be in process of getting (CPA, Six Sigma, PMP, etc.)

Languages: List languages other than English, and note proficiency level as Fluent, Proficient or Conversational

Interests: Specific is better than generic (i.e., ACC Basketball vs. Sports), and be sure you can speak in depth about each if asked

Work Eligibility: Eligible to work in the U.S. with no restriction / U.S. Citizen / F-1 Visa / U.S. Permanent Resident

^ Use the Work Eligibility header and one of these to specify if there might be a question about your U.S. employment status

← Only include a category if it pertains to you; others may be added if relevant; skills and certifications should always be focused on your target job

First Year Supply Chain MBA with operations and finance experience; proven ability to manage processes and deliver results through cross-functional team leadership and effective goal-setting

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC May 2022

Master of Business Administration (MBA), Supply Chain Management

Jenkins Graduate Assistantship: Merit-based award of full tuition and stipend

Member, Supply Chain Club and Jenkins Women's Club

COLGATE UNIVERSITY, Colgate, NY May 2015

Bachelor of Arts, Economics GPA: 3.9

Phi Beta Kappa; Captain of Women's Swim Team

EXPERIENCE

RELATED COMPANIES, New York, NY June 2017 – June 2020

Associate, Development and Operations

- Developed standards & metrics for financial models and maintained portfolio master asset management plan on 25 real estate investments across the MidAtlantic region, allowing for timely investment and disposition decisions
- Analyzed and monitored asset performance from acquisition to disposition and highlighted underperforming assets in weekly meetings with senior officers, resulting in 15% better performance returns than in prior years
- Streamlined reporting to executive team by redesigning standard monthly, quarterly and annual project report template, reducing meeting length by 50% and enabling better investment decisions

BANK OF AMERICA MERRILL LYNCH, New York, NY August 2015 – June 2017

Financial Analyst

- Created financial models to examine strategic alternatives for 200+ companies in the real estate and building products space and presented recommendations to senior management and finance department personnel
- Led due diligence inquiries, developed market and industry analyses, wrote marketing materials and coordinated worldwide institutional marketing efforts in conjunction with the offering of \$15M in equity and debt capital raising
- Received offer of promotion to Associate (declined for different opportunity)

LEADERSHIP EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY – HiTEC Entrepreneurship Scholar November 2020 – Present

- Leading due diligence team of four preparing and analyzing financial reports to over 150 angel investors in the Wolfpack Investor Network (WIN) on behalf of technology innovation start-ups seeking funding of \$1M+
- Create and present financial projections, competitive landscape analysis, valuation and exit potential

COLGATE UNIVERSITY – Resident Advisor, Smith Hall August 2013 – May 2015

- Supervised nearly 300 first year students while serving as first responder to crisis situations and resident concerns
- Mediated interpersonal conflicts among residents and ensured safe, inclusive living environment for all

ADDITIONAL INFORMATION

Computer Skills: Python, SPSS, Tableau, MS Excel, Word, PowerPoint, Bloomberg

Certifications: Series 7, Six Sigma Green Belt Certified (SSGBC), Microsoft Office Specialist Certification (2017)

Languages: Fluent Spanish, Proficient Italian, Conversational French

Interests: Spanish Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine

Work Eligibility: Eligible to work in the U.S. with no restriction

Second Year Supply Chain and Financial Management MBA with operations experience; adept at managing processes and delivering exceptional results; known for developing high-quality analyses that lead to positive business outcomes

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC May 2021

Master of Business Administration (MBA), Supply Chain Management and Financial Management

McLauchlan Leadership Fellow: Selective, immersive leadership development program focused on experiential learning

Jenkins Graduate Assistantship: Merit-based award of full tuition and stipend

Vice President, Supply Chain Club; CMC Peer Coach (providing job search guidance to first year MBA students)

COLGATE UNIVERSITY, Colgate, NY May 2016

Bachelor of Arts, Economics GPA: 3.9

Phi Beta Kappa; Captain of Women's Swim Team

EXPERIENCE

CATERPILLAR, INC., Sanford, NC Summer 2020

Supply Chain Intern

- Analyzed 50K lines of data to identify misrouted items; increased operating efficiency by 10% by correcting flow paths to reduce travel times by 12K minutes annually
- Led audit of more than 10K storage facilities and increased warehouse capacity by 15% by correcting discrepancies

BAYER USA, Raleigh, NC January 2020 – May 2020

MBA Consultant, Supply Chain Practicum

- Managed 4-member student team through procurement project evaluating energy usage at Bayer plants; created models to assess plant efficiency and interviewed over 30 staff on daily functions to understand usage practices
- Presented recommendations for improving efficiency and generating \$3M in cost savings to senior management

BANK OF AMERICA MERRILL LYNCH, New York, NY August 2016 – June 2019

Financial Analyst

- Created financial models to examine strategic alternatives for 200+ companies in the real estate and building products space and presented recommendations to senior management and finance department personnel
- Led due diligence inquiries, developed market and industry analyses, wrote marketing materials and coordinated worldwide institutional marketing efforts in conjunction with the offering of \$15M in equity and debt capital raising
- Received offer of promotion to Associate (declined to attend business school)

LEADERSHIP EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY – HiTEC Entrepreneurship Scholar November 2019 – Present

- Leading due diligence team of four preparing and analyzing financial reports to over 150 angel investors in the Wolfpack Investor Network (WIN) on behalf of technology innovation start-ups seeking funding of \$1M+
- Create and present financial projections, competitive landscape analysis, valuation and exit potential

ADDITIONAL INFORMATION

Computer Skills: Python, JMP, SPSS, Tableau, MS Excel, Word, PowerPoint

Certifications: Series 7, Six Sigma Green Belt Certified (SSGBC), Microsoft Office Specialist Certification (2019)

Languages: Fluent Spanish, Proficient Italian, Conversational French

Interests: Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine

Work Eligibility: U.S. Permanent Resident

Suggested Resume Action Verbs by Skill Set

Administrative

administered
coordinated
designed
established
evaluated
interviewed
managed
organized
oversaw
planned

Clerical

arranged
collected
compiled
dispatched
monitored
operated
prepared
processed
recorded
screened

Communication

Addressed
authored
corresponded
directed
drafted
edited
influenced
interpreted
lectured
motivated

Counseling

assessed
assisted
clarified
coached
educated
facilitated
familiarized
guided
mentored
referred

Creative

acted
conceptualized
created
designed
developed
established
fashioned
illustrated
invented
performed
produced
shaped
revitalized

Development

analyzed
applied
consolidated
designed
developed
established
formulated
instituted
marketed
strengthened
supported
surveyed

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
projected
researched

Management

assigned
attained
chaired
consolidated
coordinated
delegated
directed
executed
improved
increased
recommended
reviewed
supervised

Organizational

applied
arranged
consolidated
coordinated
facilitated
handled
implemented
organized
planned
systematized

Marketing

distributed
generated
implemented
increased
initiated
participated
persuaded
promoted
publicized
recruited

Problem Solving

clarified
decided
evaluated
integrated
investigated
recommended
resolved
solved
surveyed

Research

critiqued
examined
identified
inspected
interpreted
researched
summarized
surveyed

Technical

assembled
built
devised
developed
engineered
operated
programmed
reconciled
translated

Time Management

administered
developed
directed
generated
improved
initiated
increased
maintained
reduced

Training

adapted
advised
assisted
communicated
explained
facilitated
informed
instructed

NC STATE

Poole College of
Management

Career Center