

# FIRST LAST

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## EDUCATION

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### RESUME WORDED MASTERS UNIVERSITY

Boston, MA

*Master of Science in Management with Honors; Major in Management*

Apr 2018

- Bill & Melinda Gates Fellow (only 5 awarded to class), Director's List 2017 (top 10%)
- Coursework: [you can use this to add in keywords mentioned in the job description]
- Resume Worded Investment Club (Board Member), Consulting Club (Engagement Manager)

### RESUME WORDED UNIVERSITY

Boston, MA

*Master of Science in Management with Honors; Major in Management*

Apr 2013

- Summa Cum Laude with Honors; Cumulative GPA: 3.8/4.0; Dean's List (2010, 2011)
- President of the RW Business Networking Club (500+ members), Women's Ice Hockey Club member
- Completed one-year study abroad with Singapore University (2009)

## EXPERIENCE

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### RESUME WORDED & CO. (50+ employee venture-backed recruitment startup)

New York, NY

*Senior Analyst, Business Development & Operations*

May 2016 – May 2017

*Business Analyst*

Jun 2015 – May 2016

- 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 science, and operations
- 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)
- Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%
- Organized and advertised quarterly networking events with 500+ participants in six cities across California
- Overhauled the obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- 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)
- Promoted within 12 months due to strong performance and organizational impact (1 year ahead of schedule)

### INSTAMAKE (50+ employee venture-backed recruitment startup)

New York, NY

*Associate Product Manager*

Apr 2013 – Jun 2015

- Spearheaded a major pricing restructure by redirecting focus on consumer willingness to pay instead of product cost; implemented a three-tiered pricing model which increased average sale 35% and margin 12%
- Identified steps to reduce return rates by 10% resulting in an eventual \$75k cost savings
- Overhauled the obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x social shares

### RESUME WORDED UNIVERSITY

New York, NY

*Undergraduate Research and Teaching Assistant, Computer Science*

June 2011 – Apr 2013

- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Contributed to TensorFlow, an open source machine learning library, through design discussions, code reviews, and commits; implemented ~5,000 lines of code in 6 months

## ADDITIONAL

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**Technical Skills:** Advanced in SQL, PHP, Javascript, HTML/CSS; Proficient in MATLAB, Python; [copy keywords and skills from the job description you are applying to]

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

**Certifications & Training:** Certified Scrum Master, Passed Resume Worded examinations, [more keywords]