

A GUIDE TO RESUME WRITING



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EVERYTHING ABOUT A RESUME

A resume is an executive summary of your qualifications to perform a responsible role in the workplace. A resume is one page in length and contains your education, training, work, and life experience in relationship to your potential value to an employer or opportunity.

A resume is:

- **A professional handshake**
- **An introduction** to employers and evaluators. Be sure to check your grammar and spelling with many reviews
- **An advertisement** of your employability and career potential. Make your resume is attractive, easy to read, and market-savvy
- **A document of achievement.** Never misrepresent your qualifications, and always show learning, pursuit, and contributions
- **A road map** of your career growth and direction. Make it easy for employers to see chronology and patterns of development
- **An interview prompt** for recruiters. Highlight the achievements you want to talk about in an interview, and be prepared to discuss the achievements you highlight. For example, if you report that you are a member of the Finance Association, what will you say if the interviewer asks you to describe the association's benefits and activities?

BEGIN WITH YOUR TARGET LIST

As your job search becomes more immediate and competitive, you will need to focus carefully on what employers are looking for and organize your resume around the keywords in the target job description. Make it easy for the employer to find your qualifications by using the buzzwords and keywords that the employer uses in the position posting. Evaluate your current resume to see whether it mirrors the job description. If not, you will want to reorganize, re-emphasize, and reconfigure your resume material. It is important to tailor your resume to authentically align with the job description.



Tip: A good idea is to circle keywords in the target job listing that describe required and desired education, skills and experience.

First and Last Name
City, State
(123) 456-7890
Professional@EmailAddress.com

Header

Name, address, phone number, professional email, and LinkedIn
See page 5 for more details

EDUCATION

California State University, Fullerton
Bachelor of Arts in Business Administration
Concentration in General Management
GPA: 3.46

Expected May 2025

Education

Institution, degree and major/concentration, graduation date, and GPA if above 3.0
See page 6 for more details

RELATED COURSEWORK

- Advanced Business Communication
- Principles of Marketing
- Team Leadership Skills
- Human Resources Management
- Organizational Behavior
- Information Technology for Managers

Relevant Coursework

3-6 courses, names only
*Also consider "Course Projects" as a header
See page 6 for more details

RELATED EXPERIENCE

spcaLA

Los Angeles, CA

Development Assistant

February 2023 - Present

- Coordinate with donors, vendors, celebrities and the community to increase the reputation of the organization
- Generate monthly reports by analyzing significant data for effortless comprehension
- Manage and create newsletters through Convio with the use of basic HTML5 to market upcoming company events
- Serve as a liaison between management of various departments and sites to ensure fluid communication

Experience

Relevant work history.
Can also include internships, volunteering, and leadership roles.
*Listed in reverse-chronological order
See page 7 for more details

ADDITIONAL EXPERIENCE

The Fake Organization

Buena Park, CA

Event Planning Intern

June 2020 - January 2022

- Supported a firm in the creation and execution of a large fundraising gala, resulting in raising over \$20,000 for charity
- Coordinated with organization and third parties to ensure all requirements and requests were satisfied
- Designed and created materials used at event including, but not limited to: invitations, nametags and check-in forms
- Performed research to ensure all event goods, materials and services were purchased below budget

SKILLS

- Proficient in Microsoft Office, including but not limited to: Excel, Word, PowerPoint, and Outlook
- Confident in Internet Research and usage of Adobe Contribute
- Knowledge of Convio and Constant Contact
- Basic understanding of HTML and CSS
- Bilingual in American Sign Language

Skills

Include technical skills:
Computer software/programs, languages, etc.
See page 6 for more details

Note for Accounting Majors: Include both your Cumulative GPA and Accounting GPA under the education section of your resume.

KNOW YOUR INDUSTRY AND FIELD

Writing a competitive resume requires you to know about current issues and trends in your chosen profession. You will want to have a knowledge in the following:

- Company profiles and cultures
- Prevailing theories, methodologies, and tools of the trade
- Industry leader and competitors
- Challenges, structural shifts, and other trends creating change
- Industry terminology, verbiage and lingo

KNOW YOURSELF

Identify and Market Transferable Skills

Transferable skills are competencies that have value in more than one type of employment setting. For example, if you have learned to read financial statements, you can offer this skill to many kinds of employers – you can integrate this skill in your professional profile for a great range of opportunities.

Skills Employers are Looking For

According to the National Association of Colleges and Employers (NACE) the following are attributes employers seek on a candidate's resume (NACE Job Outlook 2020).

Problem solving skills*	Ability to work in a team*	Strong work ethic*	Analytical/quantitative skills*	Communication skills (written)*	Leadership*	Communication skills (verbal)*
Initiative	Detail oriented	Technical skills	Flexibility / adaptability	Interpersonal skills	Computer skills	Organizational ability
Strategic planning skills	Outgoing personality	Entrepreneurial skills	Risk taker	Tactfulness	Creativity	Fluency in a foreign language

*The skills with stars next to them are the ones employers ranked the highest (NACE Job Outlook 2020).

Not only think about the skills you have learned, but also the experiences you have had in college that have contributed to your success. According to NACE, the list below are some of the top attributes employers consider when screening applicants (NACE Job Outlook 2020).

Has completed an internship with the organization	Has internship experience in the industry	Major	Has held a leadership position
Has general work experience	Has been involved with extracurricular activities	GPA (3.0 or above)	School attended

RESUME BUILDING BLOCKS

Resumes are built in logical categories that make it easy for a reader to scan and evaluate, identify, and contact the person presented. It is best to use standard categories and order them in a way that put your most compelling qualifications on the top half of your resume. Following are some strategies to consider in each category.

The Format:

The key to formatting is to make adjustments according to how much information you have in order to make sure you are limiting the document to one page. Here a few general guidelines:

- Font should be simple and easy to read—Times New Roman, Arial, and Garamond.
- Font standard size is 11 or 12 point.
- Margins can range from 1/2 an inch to 1 inch.

The Header:

The header usually includes – name, address, e-mail address, and phone (where messages can be left) at the top of your resume. How the information is presented is your preference!

Present your **name** and **contact information** with some pride and style. Your name is the most important item on your resume, and should be the biggest thing on the page while still remaining a reasonable size (between 12 and 14 font). Selection of the font, layout, and style for your name and contact information permits you to individualize your resume in a style expressive of your professional taste and consistency within professional standards in your field.

Marketing, entrepreneurship, and entertainment and tourism management majors have greater creative latitude in resume layout. Their resume is a demonstration of their skills customized to the reader.

Objective/Summary:

Objectives are slowly becoming a thing of the past. We suggest removing an objective and focus on your relevant experience or your transferable skills. However, if you are to include an objective, we recommend spending time crafting it and creating a summary statement. A summary statement is similar to an objective but more detailed and specific. Your summary should demonstrate to an employer that you are a match for the position.

Consider the questions below to help you brainstorm and solidify your objective:

- Is this a full-time, part-time, or internship opportunity?
- Doing what kind of work? Applying what skills and abilities? Working at what level of experience or responsibility?
- Leading to what career advancement, in what industry?



Tip: One context where an objective/summary could be helpful is a career fair.

RESUME BUILDING BLOCKS

Education

Generally, your education should be listed first on your resume (unless you have extensive experience in your desired field). Start with your most recent program of study, including your major/degree and institution. Consider including your GPA if it is 3.0 or above.

Previous colleges or educational programs should follow in reverse chronological order (newest to oldest). It is only necessary to list college(s) that will or have awarded you a degree or certificate. If you earned credits that transferred into your current degree program, it is generally better to omit other colleges attended.

Relevant Coursework

Why add relevant coursework to your resume? Sometimes you find that you could use some more relevant pieces or have some extra space on your resume. This is when you can add relevant coursework, particularly class projects.

Discussing coursework on your resume gives potential employers an idea of the relevant knowledge and proficiency you have acquired and any knowledge you are working towards in your current studies. You should only include coursework on your resume that applies to the position you are applying for, as this will show the hiring manager that you understand the position and have the necessary skill to do the job successfully.



Tips on Making Coursework Stand Out:

- Focus on what you learned within the project—research, teamwork, communication skills
- Any leadership roles you took on—organized communication, delegated tasks, created goals
- Any software you may have used—Excel, QuickBooks, Adobe Photoshop

(WikiHow to Mention Relevant Coursework in a Resume)

Honors Awards

An honors and awards section can be added for a variety of reasons. Below are some tips to keep in mind

- Make sure your awards section is formatted consistently with the rest of your resume
- If necessary give some background information with each award
- Do not go too deep into your past – pick only the most relevant awards or honors
- Do not use too much technical industry jargon in your awards section

(3 Dos & Don'ts for Your Awards Section in Your Resume , 2016)

Memberships

Refer to organizations by their full name, followed by an acronym in parenthesis. Be sure to also include the years that you were a member, and any positions you have held. You can also briefly describe your accomplishments of the positions you have had. By expanding on your role within the organization, you can showcase your leadership, teamwork or management skills.

(Simple Resume Writing Instructions, 2016)

RESUME BUILDING BLOCKS

Experience

Experience can take many forms and can fall under a variety of headings: Volunteer Experience, Internship Experience, Relevant Experience, Additional Experience, Leadership Experience, and On-Campus Involvement.

You want to present your most relevant experiences first. If your most relevant experience is not your most recent experience, you can create a category – such as “Related Experience.” This allows you to highlight a past job that you feel will help you qualify for the position you are applying for.

Drop down unrelated experience to a second category called “Additional Experience.” Make your descriptions of related experience detailed and minimize your descriptions of other unrelated experience.

****REMEMBER:** Quantify whenever possible. Use facts, numbers, and figures to show amounts and details in your work.

Accomplishment Statements – AKA Bullets

Think of your work experience as a series of achievements rather than duties or responsibilities. You can do this by providing concrete details, expressing actions in terms of outcomes, providing quantities, and giving a sense of the work place.

A good strategy is to think of your accomplishments in terms of:

ACTION/HOW + PURPOSE/WHAT + RESULT/WHY

Action/How – start each bullet point with an action verb (i.e. developed, created, produced, executed)

Purpose/What – what was the purpose of your action, your responsibility, your assignment, project, etc.?

Result/Why – what was the result of your action, what did you accomplish?

Examples:

- Developed (action/how) an after school program for elementary school children focused on reading comprehension skills (purpose/what) which resulted in the participation of 20 students (result/why)
- Created and compiled investment portfolio worth \$50 - \$2M dollars for clients and senior financial advisors
- Scheduled, advertised, and hosted professional development workshops for approximately 200 students to prepare them to interview for various internship opportunities
- Assessed customer needs to match with appropriate products and services
- Serviced customers with product recovery techniques to satisfy customer needs
- Developed a “new member” packet for 30 newly recruited members
- Facilitated a focus group of six student leaders to plan strategies goals for the upcoming academic semester
- Managed advertising and client relations programs for 12 client accounts

RESUME BUILDING BLOCKS

Skills

There are only two items to include in a skills section: **technology** and **language**. Be sure to include your proficiency level to demonstrate to an employer how well you know a particular skill. Other skills such as communication or teamwork are stronger if they are included under a position or experience that gives the employer or recruiter context.

Technologies:

Coding and Programming

Languages: C#; C++; SQL/MySQL; SAS; Python; HTML; CSS; Java

Software: Microsoft Word, PowerPoint, Excel, Access; ASP.net;

Analytical Programs: Google Analytics; AdWords, SEO;

Windows (10, 8, 7, Vista, XP); MacOS (Mojave, High Sierra, Sierra, El

Operating Systems: Capitan, Yosemite, Mavericks, Mountain Lion, Lion); Linux

Pivot Tables; vLookup; Indirect; Index; Data Queries like: Data sorting and

Excel Knowledge: filtering; Regression Analysis

Instagram; YouTube; Facebook; TikTok; Pinterest; Snapchat; Twitter;

Social Media: Hootsuite

Design Tools: Photoshop; InDesign; Contribute; Dreamweaver

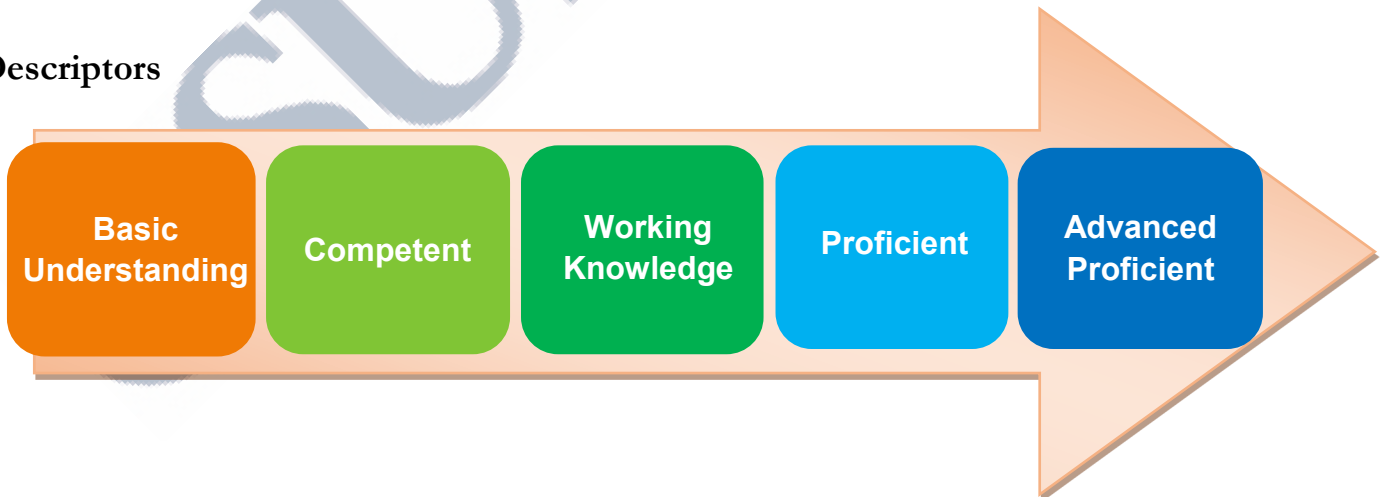
Consumer Relationship

Management: Constant Contact; Convio; Blackbaud The Raiser's Edge

Spanish; Chinese; Tagalog; Vietnamese; French; Farsi; American Sign

Languages: Language; German; Japanese; Portuguese

Descriptors



List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered
analyzed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined

strengthened
supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded

presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial/Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced

researched
retrieved

Creative Skills

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping Skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed

educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization/Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed

routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

More Verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

COMMON MISTAKES IN RESUME WRITING

1. Font is too small

Make sure that your document is legible. A recommended font size is 11 or 12.

2. Spelling mistakes

Use the spell-check tool, but remember that the best proofreading is another set of eyes. Be sure that there are no spelling errors, poor word choice, or misuse of language. These mistakes are not acceptable as it might appear that you are negligent with your work.

3. Repetitive words

Do not use the same verb to describe your experiences. Use a variety of action verbs to showcase your transferable and diverse skills. Utilizing different action verbs can highlight the wide range of skills and knowledge that you possess.

4. Leaving out dates

Include dates on your resume. Leaving them out might seem like you are trying to hide certain information.

5. Inconsistent layout of your resume

Present your resume in a consistent layout. Set your margins evenly. Have an even amount of space between each heading. Be consistent with your verbiage. For example, if you are describing current jobs, use all verbs in present tense.

6. Using someone else's words

It can be obvious that what is written is not in your own words when you do not speak like you write. It is important to prepare your resume in your own words.

7. Just having one version

Resumes need to be “fluid.” The critical part is to tailor your resume content to the job for which you are applying. You may have several different versions depending on the jobs you are targeting.

8. No cover letter

A cover letter should be sent out with every resume. The cover letter is your sales document. It will augment your resume.

9. Unprofessional e-mail address

Use an e-mail address that is professional. Your professionalism has to come through in your resume.

10. Cluttered information

Filter out information that might seem irrelevant to the position. Be wise in choosing certain facts to be included on your final resume.

11. Including personal information

Personal information, such as age, gender, and headshot should not be included on your resume—unless you are applying abroad. If you are applying abroad, check out Going Global (through CSUF Career Center) for tips and samples.

12. Using abbreviations or contractions

Remember your resume is a formal document, be sure to omit abbreviations or contractions in your text.

For Graduate Students

Things to Consider

THE CAREER SUMMARY

What is it? A section at the top of your resume that conveys a summary of your skills and experience as they relate to the position you are applying for.

When to use it? As objectives become less necessary in the digital age, the career summary serves as a replacement section that allows you to include key words from the job description and provide the reader with a summary of your resume, saving the employer time while giving them a snapshot of your skills and experience.

Length? A professional summary section should be at least two lines long and no longer than 4 lines on your resume. Any longer and there is less of a chance of it being read.

Composing the Summary Statement

Step 1: Before composing your summary, you need to think about how to position your resume for the future. Where are you going, and how do you intend to use your skills and experiences to leverage you in your pursuits?

Step 2: Keeping this mind, analyze and summarize your past positions, education, and community activities.

Step 3: Next, conduct a careful analysis of your strengths, interests, experience, and personal characteristics.

Not sure where to start? Consider brainstorming around some of the words below.

Values Words:

Teamwork	Integrity	Productivity
Security	Results	Achievement
Structure	Innovation	Diversity
Efficiency	Cooperation	Creativity
Communication	Variety	Growth

Personal Adjectives Words:

Dedicated	Driven	Intuitive
Conscientious	Industrious	Detailed
Vivacious	Energetic	Efficient
Innovative	Dynamic	Analytical
Creative	Organized	Attentive

Orientation/Motivation Words

Creating an impact	Social justice	Positive organizational
Results-oriented	Sustainability	Future-oriented

For Graduate Students

Things to Consider

THE CAREER SUMMARY

Step 4: Now, write as many activity and accomplishment statements as you can, and summarize what they say about your strengths. Then cluster these statements into the categories below.

Experience: How long? What types? What kind of environments? What kind of industries?

Examples:

- *A results-oriented manager and administrator of commercial real estate with extensive corporate, trust and full-service management experience.*
- *Account manager with 6+ years of experience in customer service, sales and accounting in two major corporations.*

Strengths: Greatest skills and strengths – which are most frequently found in your accomplishment statements? Clusters of technical skills?

Examples:

- *Proficient in both engineering and management, with particular skill in quality improvement, cost control and staff development.*
- *Experienced in plant start-ups, shut-downs and mergers.*
- *Significant expertise in developing the potentials of organizations/staffs and improving cost effectiveness of business processes.*

Character/Motivation/Uniqueness: Traits and drive that set you apart and make you a desirable candidate to the employer. What is different about you and how can you sell this quality to the employer?

Examples:

- *A creative, dynamic self-starter who values excellence, has high standards and effectively meets tight production deadlines.*
- *Committed to excellent customer service and to creating and leading effective teams.*

Step 5: Compose your statement by picking and choosing the best skills and experience to emphasize when applying to a specific job. Consider the qualities and skills the company is looking for in a candidate. If you are changing industries, consider focusing on transferable skills acquired in your previous positions.

Example:

- *Strategic leader with demonstrated ability to motivate others in both academic and professional business settings. Motivated to create a positive and lasting impact in the realm of business processes. Adaptive and dynamic with a passion for technology.*

Tuffy Titan

657-278-8738 | ttitan@csu.fullerton.edu | Fullerton, CA | linkedin.com/in/profile

EDUCATION:

California State University, Fullerton

May 2026

Bachelor of Arts in Business Administration

Dean's List: Fall 2022 – Spring 2023

RELATED COURSEWORK:

Financial Accounting

- Developed a strong foundation in accounting concepts and techniques, including financial transaction analysis, valuation, and financial statement preparation, analysis, and interpretation
- Utilized financial transition analysis to present findings and recommendations in a clear and concise manner

Principles of Microeconomics

- Proficient in principles of consumer and producer decision-making, market structures, the price system, market performance, and government policy
- Applied economic concepts to assess market dynamics and make informed decisions for consumers and producers

EXPERIENCE:

California Pizza Kitchen, Anaheim, CA

June 2023 – Present

Server

- Provide optimal customer experience by attending to customer needs, delivering efficient service, and maintaining positive, upbeat attitude for guest satisfaction
- Greet and serve approximately 100 guests per day by accurately taking orders and answering questions
- Utilize personal menu recommendations to up sell customer orders resulting in 10% increase in sales
- Support coworkers in 4 different sections of restaurant to safeguard efficiency of overall restaurant operations

MEMBERSHIPS:

Sales Leadership Center, Member

January 2023 – Present

Betta Gamma Sigma, Member

August 2022 – Present

SKILLS:

- Technology: Proficient in Microsoft Suite (Excel, Outlook, Publisher) and Google Docs
- Language: Fluent in Korean, Spanish, and Chinese

Tuffy Titan Jr

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EDUCATION

California State University, Fullerton

May 2025

Bachelor of Arts in Business Administration, Marketing

Dean's List: Spring 2021 – Fall 2022

RELEVANT EXPERIENCE

Universal Music Group, Los Angeles, CA

September 2023 – Present

Promotions Coordinator Intern

- Supervise promotional campaigns through social media (Facebook, Instagram, Twitter) and use analytics to expand customer base by 10% over three months
- Design and implement new training procedures to escalate effectiveness of 2 new staff leading to a 15% increase in customer satisfaction
- Build and maintain relationships with new and returning customers allowing for negotiation of 20 sales contracts
- Cultivate relationships with 5 local radio stations resulting in on-air advertisements for company trade shows and expansion of services within location area

Forever 21, Brea, CA

June 2022 – August 2023

Executive Team Leader

- Led a team of 7 staff and provided orientation, counseling, coaching and on-the-job training aligned with store brand and sales expectations
- Responded to guest and team member concerns in a professional manner to maintain a cohesive team and positive work environment
- Acted as a leader on duty by responding to guest and team member concerns, as well as opening and store closing and ensuring all Target property and personnel were secured

ADDITIONAL EXPERIENCE

In-N-Out Burger, Anaheim, CA

March 2022 – May 2023

Store Associate

- Trained 20 servers and cashiers in service operations based on company protocols and training manuals
- Collaborated with 3 managers to plan emergency preparedness drills ensuring guest safety

MEMBERSHIPS

American Marketing Association, Communications Chair

January 2022 – December 2022

- Led communication efforts and oversaw the development and execution of various communication strategies and channels
- Managed content creation, including website updates, social media campaigns, and email marketing, resulting in increased engagement and visibility for the organization

SKILLS

- Marketing Technology: Advanced proficiency in Facebook, Instagram, Twitter, and Adobe Photoshop
- Language: Fluent in Spanish (written and oral)

Sam Titan

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PROFESSIONAL SUMMARY

MBA candidate with a concentration in Finance and 2 years of experience in banking and corporate finance. I am eager to leverage my academic and professional experience to empower organizations in precisely gauging and projecting favorable financial outcomes. My strategic insights and meticulous approach enable informed decision-making, driving sustainable growth and optimizing financial performance.

STRENGTHS AND EXPERTISE

- **Strengths:** Forecasting, Risk Management, Budget Analysis, Financial Analysis, Corporate Reports, Financial Reporting, Presentation Delivery
- **Computer:** Excel: (Pivot Tables, vLookup, Regression Analysis), Advanced proficiency in Microsoft Word, PowerPoint, Access, Oracle Hyperion and Essbase knowledge

EDUCATION

California State University, Fullerton

Master of Business Administration, Finance

May 2024

GPA 3.7

Relevant coursework: Working Capital Management and Computer Applications, Financial Forecasting and Budgeting, Corporate Governance, Enterprise Risk Management (ERM)

California State University, Fullerton

Bachelor of Arts in Business Administration, Economics

December 2019

GPA 3.5

PROFESSIONAL EXPERIENCE

Houlihan Lokey, Irvine, CA

Financial Analyst

April 2022 - Present

- Analyze financial activities using Excel modeling (vLookup, Pivot Tables, Formulas, etc.) including monthly close process, balance sheet account valuations and reconciliations, expense budgeting and forecasting, long range planning, and expense allocations to companies prior to acquisition
- Lead a team of 3 to develop detailed forecasting models against budgets based on KPIs, increasing accuracy of short and long-term earnings goals of the organization

Harvey & Company, Costa Mesa, CA

Junior Financial Analyst

January 2021 - April 2022

- Ensured integrity of reported revenues and expenses through analysis of market price movements by working cross-collaboratively with research analysts leading to annual savings of 27%
- Developed strategy to improve controls and accounting procedures to identify areas of opportunity resulting in renewed best practices for accounting processes and a 10% annual cost savings

COURSE PROJECTS

Financial Management – CSUF

Fall 2022

Forecasting for Women and Minority-Owned Businesses Project

- Utilized *Orange County Business Journal 2017* to analyze financial revenue of top 20 Women and Minority-Owned Businesses in Orange County, California to project potential growth industries in Orange County

LEADERSHIP EXPERIENCE

CSUF Finance Association

Vice President

September 2018 – May 2019

- Provided leadership to a team of 5 board members and 200 members
- Organized professional networking events with attendance ranging from 30-100 members

Sam Titan

businesscareers@fullerton.edu | (657) 278-8738 | Fullerton, CA | <https://linkedin.com/in/profile>

PROFESSIONAL SUMMARY

With four years of industry experience, I am looking to leverage my MBA degree and professional background to make a seamless transition into a leadership position, specializing in the realm of finance. My proven expertise enables me to adeptly evaluate and forecast favorable financial results for organizations.

STRENGTHS AND EXPERTISE

- **Strengths:** Forecasting, Risk Management, Budget Analysis, Financial Analysis, Corporate Reports, Financial Reporting, Presentation Delivery
- **Computer:** Excel: (Pivot Tables, vLookup, Regression Analysis), Advanced proficiency in Microsoft Word, PowerPoint, Access, Oracle Hyperion and Essbase knowledge

PROFESSIONAL EXPERIENCE

Harvey & Company, LLC, Irvine, CA
Financial Analyst

April 2022 - Present

- Analyze financial activities using Excel modeling (Vlookup, Pivot Tables, Formulas, etc.) including monthly close process, balance sheet account valuations and reconciliations, expense budgeting and forecasting, long range planning, and expense allocations to companies prior to acquisition
- Lead a team of 3 to develop detailed forecasting models against budgets based on KPIs, increasing accuracy of short and long-term earnings goals of the organization

Advantech USA, Costa Mesa, CA
Junior Financial Analyst

January 2019 - April 2022

- Ensured integrity of reported revenues and expenses through analysis of market price movements by working cross-collaboratively with research analysts leading to annual savings of 27%
- Developed strategy to improve controls and accounting procedures to identify areas of opportunity resulting in renewed best practices for accounting processes and a 10% annual cost savings
- Built in-depth ad hoc analysis and performance reports to assist management and sales team of 30 in evaluating new and viable investment markets

New York Life, Brea, CA
Financial Representative

September 2018 - January 2019

- Delivered over 100 personalized financial consultations, analyzed their financial goals, risk tolerance, and investment preferences to formulate tailored strategies
- Collaborated with a cross-functional team of 5 analysts of clients' portfolios, evaluating asset allocation, performance, and risk exposure to provide data-driven recommendations for optimizing investment strategies

City of Santa Ana, Santa Ana, CA
Accounting Clerk Intern

May 2017 – September 2018

- Supported month and year end closing processes by preparing journal entries and assisting in reconciliation of over 15 key client accounts

EDUCATION

California State University, Fullerton
Master of Business Administration, Finance

May 2023
GPA 3.7

California State University, Fullerton
Bachelor of Arts in Business Administration, Economics

December 2018
GPA 3.5

References

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Job Outlook 2020: Attributes employers want to see on new college graduates' resumes. National Association of Colleges and Employers. Retrieved from: <https://www.nacweb.org/talent-acquisition/candidate-selection/key-attributes-employers-want-to-see-on-students-resumes/>

La Salle University (2015) Career and Employment Services. Retrieved from: <http://studentaffairs.lasalle.edu/career/students/job-search-guides/>

Simple Resume Writing Instructions (2016) Retrieved from: <http://www.simple-resume-writing-Instructions.com/optional-resume-sections.html>

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