

Sample Resume 1

JOHN MATICS

500 Tech Avenue, Bloomington, IN 47408
jmatics@indiana.edu | (812) 555-5555

EDUCATION

Indiana University, Bloomington, IN May 2014
Bachelor of Science in Informatics
Minors: Business, Small Business Management & Entrepreneurship
Cumulative GPA: 3.81/4.00

WORK EXPERIENCE

John Deere, Moline, IL Summer 2013
Systems Analyst Intern

- Acquired navigational and functional overview of SAP and its capabilities.
- Developed SAP solution from conceptualization to full production utilizing ABAP programming.
- Increased awareness of Access and Visual Basic through the analysis and development of a user-friendly tool aiding in the data migration process from legacy system to SAP.
- Gained insight into roles of a business and technical analyst through hands-on experience.
- Enhanced time management skills by both creating and adhering to timeline for project completion.

Eli Lilly and Company, Indianapolis, IN Summer 2012
Information Technology Intern

- Gathered and documented requirements and technical specifications for development of an internal SharePoint collaboration and knowledge management site which supports Lilly's Supply Chain Management governance processes.
- Developed site that allowed Lilly to save over \$10,000 annually in maintenance and service costs.
- Selected as one of only nine IT interns nationwide.

University Information Technology Services, Indiana University, Bloomington, IN September 2011 – May 2012
Computer Consultant

- Acquired communication skills by helping over 1900 students, faculty, and staff both on the phone and in person.
- Tracked university network problems and solved a wide range of computer-based problems.
- Collaborated with a team of consultants to answer the more difficult questions.
- Built technical knowledge by troubleshooting problems spanning across different operating systems, various types of software, and miscellaneous hardware issues.

TECHNICAL SKILLS

Languages: Java, Visual Basic, Scheme, C/C++

Platforms: UNIX, Microsoft Windows, Mac-OS, DOS

Databases: Structured Query Language, Microsoft Access, FoxPro, Oracle

Web development: Front page, Java Script, Cold Fusion, HTML, XML

Miscellaneous: SharePoint, SharePoint Designer, InfoPath, Microsoft Excel, Adobe Photoshop, Visio, ArgoUML, Xcode

LEADERSHIP EXPERIENCE

Informatics and Computing Student Association, Bloomington, IN September 2012 – May 2013
Vice President

- Successfully planned and executed major events as well as requested and received a \$2000 sponsorship for ICOSA.
- Co-led executive meetings and co-planned the strategic development and goals of the association.

Accenture Case Competition, Bloomington, IN March 2013

- Collaborated with a team of two others to provide a 35-minute presentation on a CRM model.
- Worked approximately 12 hours in two days conducting research to present a specific business solution.

Undergraduate Instructor, I101: Introduction to Informatics, Bloomington, IN Spring 2013

- Assisted in laboratories and office hours with the teaching of material and helped students struggling with the material.

Peer Tutor, K201: The Computer in Business, IU Bloomington, IN Spring 2012

- Increased problem-solving abilities by developing examples and answering questions that reinforce teaching of Microsoft Access and Excel.

Sample Resume 2

JANE SMITH

000-000-0000 student@indiana.edu www.student.com 111 Student Avenue Bloomington, IN 47408

EDUCATION

Indiana University - Bloomington, Indiana

Bachelor of Science in Informatics

May 2014

Cognate: Human-Centered Computing, Minor: Telecommunications

Cumulative GPA: 3.96/4.0

Honors and Awards

- o Selected as a direct admit student to the School of Informatics and Computing based on excellent academic achievements, strong leadership skills in high school, and a high interest in the Informatics degree track
- o Received a John Deere Scholarship based on academic excellence in an underrepresented group pursuing an Informatics major

PROFESSIONAL EXPERIENCE

School of Informatics and Computing

Career Services Student Assistant

August 2012 - Present

- o Upgraded the paper Career Fair employer evaluation to an iPad-specialized web application

Office of First Year Experience Programs - New Student Orientation - Bloomington, Indiana

Student Coordinator

October 2011 – August 2012

- o Assisted with the selection, supervision, training, and evaluation of 30 peer Orientation Leaders
- o Designed the 2011 Orientation Team recruitment campaign including brand development in print, web, and new media
- o Executed and oversaw Orientation program components including New Student Welcome for 2200 students in 15 sessions, Family programming for 2800 family members in 14 sessions, and evening student activities
- o Integrated a blog communication platform for the Orientation Leader training class in order to streamline the delivery of course information, job training, and daily placement schedules

Orientation Leader

April 2011 – July 2011

- o Assisted in the implementation of 40 Freshman and 5 Transfer New Student Orientation programs by facilitating small group discussions about transitional topics and student life and presenting to groups of 200 students about resources and opportunities

University Information Technology Services (UITS) - Bloomington, Indiana

User Support and Communication Assistant

November 2010 – May 2011

- o Created student-focused communication plans for UITS Support Service areas and generated excitement about UITS activities, specifically the IT Ambassador Club, through postings on Oncourse project pages, Facebook, and other electronic media

Perfective Web Designs - Flora, Indiana

Website Designer and Developer

June 2006 – Present

- o Served as the project lead for the design and development of 15 custom websites for small businesses and organizations, 5 of which utilize the WordPress content-management platform, using a combination of graphic design, HTML, CSS, and jQuery skills

STUDENT ACTIVITIES & LEADERSHIP EXPERIENCE

School of Informatics and Computing

Student Ambassador, Students & Technology in Academia, Research & Service (STARS) Team Leader

Fall 2010 - Present

- o Represent and promote the School of Informatics and Computing by meeting one-on-one with prospective students, staffing a Sneak Peak day for potential students and their families, and serving as a student blogger, all in order to offer a current student's perspective as an Informatics major and foster a sense of community among the School
- o Serve as a STARS Team Leader with the mission of recruiting and retaining women and underrepresented groups in computing disciplines by implementing programs related to mentoring, professional and leadership development, and civic engagement

Informatics and Computing Student Association (ICSA)

Vice President of Technology & Communication

Fall 2010 - Present

- o Administer the technological advancements of ICSA including maintaining the organization's website, managing all social media outlets, planning two school-wide Game Day events, and overseeing and advising 4 peer directors

University Information Technology Services (UITS) Student IT Ambassadors

President

Fall 2010 – Spring 2012

- o Lead initiatives on campus to raise student awareness of the tools and services UITS provides by assisting in the planning and implementation of promotional events and offering productive feedback on these efforts

TECHNICAL SKILLS

Platforms: Microsoft Windows, Mac OS X, UNIX

Web Development: HTML, CSS, jQuery, XML, WordPress, Adobe Dreamweaver

Creative: Adobe Photoshop, Adobe Flash, Adobe Illustrator, Prezi

Languages: Python

Sample Resume 3



STEPHEN CHARLES HICKS

interaction design vigilante | user experience mercenary

+1 (123) 456-7890

student@indiana.edu

www.myportfolio.com

OBJECTIVE

I fight for the user.

EDUCATION

2012-2014 (EXPECTED) M.S. in Human-Computer Interaction/Design
INDIANA UNIVERSITY, BLOOMINGTON, IN

2008-2012 B.A. in Journalism
Minors in Human-Centered Computing and Informatics
INDIANA UNIVERSITY, BLOOMINGTON, IN

EXPERIENCE

Associate Instructor
IU School of Informatics
Bloomington, IN
AUGUST 2012 - PRESENT
Assist students in the design and critique of their personal resumes
Provide career advice, interview preparation, and job search resources to students looking for internships or full time employment
Part of the HCI/D Connect team, a group of interaction design students responsible for the planning and execution of the HCI/D Connect career fair

Research Assistant
IU School of Informatics
Bloomington, IN
AUGUST 2012 - PRESENT
Designing an interactive timeline as a community outreach experience for the current research agenda on amateur creativity and multimedia

Associate Instructor
H.S. Journalism Institute
Bloomington, IN
SUMMER 2011 AND 2012
Assisted in a three-week summer journalism program for high school students
Taught core concepts and skills of multimedia and online journalism, including Final Cut Pro and Wordpress

Lab Assistant
IU School of Journalism
Bloomington, IN
AUGUST 2009 - AUGUST 2012
Maintained and distributed audio/video equipment to School of Journalism students, including digital SLRs, HD video cameras, and sound recorders
Assisted students in their design and multimedia projects

Videographer
Schulte Storage
Bloomington, IN
OCTOBER 2010 - DECEMBER 2010
Shot and edited a twenty minute public relations video detailing a tour of the company's manufacturing plant in Bloomington, IN

METHODS/SKILLS

User Research
Sketching/Ideation
Prototyping
Wireframing
Usability Testing

AFFILIATIONS

Society for News Design
Delta Kappa Epsilon
Ernie Pyle Scholars
Krane Scholars

SOFTWARE

Adobe Creative Suite
InDesign ●●●●
Photoshop ●●●○
Illustrator ●●●○
Dreamweaver ●●●○
Flash ●●●○

Adobe Production Suite
Premiere ●●●○
After Effects ●●●○
Audition ●●●○
InDesign ●●●○
Photoshop ●●●○

Prototyping Tools
Axure ●●●○
Balsamiq ●●●○

Office Tools
MS Office ●●●○

Operating Systems
Windows ●●●○
Mac OSX ●●●○
Linux ●●●○
Unix/FreeBSD ●●●○



Sample Resume 4

Sushama Patel

1000 E. Informatics Lane, Bloomington, IN 47406

Email: sushama@indiana.edu ▪ Cell: 812-555-5555 ▪ Twitter: @sushama

OBJECTIVE

Seeking a full-time position in the field of computer science research that utilizes my skills in the areas of information retrieval, data mining, search and ranking, distributed and cloud computing, social networks, web development, which will allow me to contribute effectively toward the growth of an organization.

EDUCATION

Indiana University, Bloomington, IN, United States **May 2014**
Master of Science in Computer Science
GPA 3.84/4.00

Bangalore University, Bangalore, India **May 2008**
Bachelor of Engineering in Information Technology
Percentage: 78% (stood 1st in third and final year of engineering)

KEY COURSES

Computer Networks, Advanced Database Management Systems, Human Computer Interface, Data Mining, Advanced Database Management Systems, Distributed and Cloud Computing, Cryptography

PROFESSIONAL EXPERIENCE

Wipro Limited, Bangalore, India **July 2008 – August 2012**
Project Leader, Over 4 years of programming and consulting experience in finance, automotive, and retail domains.

Bracdale, Bangalore, India **June 2007 – June 2008**
Project Intern, Developed "Online Time Management System" as a web application developer.

TECHNICAL SKILLS

- ❖ **Languages:** Java, XML, PHP, ASP.NET, C#, CSS, HTML, DHTML, Java Script, C++, ASP, AJAX, VB, SQL, COBOL, JCL, CICS, REXX
- ❖ **Databases:** MYSQL, DB2, SQL Server, Oracle, Microsoft Access, IMS/DB
- ❖ **Platforms:** Microsoft Windows, OS/390, Unix and DOS
- ❖ **Tools & Utilities:** Dreamweaver, Eclipse, Wamp, Visual Studio, Microsoft Office, Rational Rose
- ❖ **Other:** RDF, Semantic Web, Jena, Apache Axis2, Web services

CERTIFICATION

DB2 Universal Database V8.1 Fundamentals certification (IBM Certified Database Associate)

ACADEMIC PROJECTS

- ❖ Researched in semantic web to provide schema-guided interface for users to express more complicated queries that span multiple layers of structures in the RDF data. This interface would display schema on demand, allow users to dynamically create filters on concepts and properties in a discreet manner, and translate the queries into SPARQL queries in the backend for evaluation. **[Semantic Web, RDF, SPARQL]**
- ❖ Developed a ray tracing web service and user-distributed computing to speed up the response time of ray tracing. Built a graphics rendering web service using parallel computing resources, exposed using Web services and carried out a performance analysis on the system. **[Java, Apache Axis2, WSDL]**
- ❖ Developed online DVD rental system to allow clients to rent DVDs, with an admin component developed to manage movies, cast, and approve or reject DVDs. **[PHP, JavaScript, AJAX, SQL, MYSQL]**
- ❖ Implemented public trace route servers, Wiretap-Network protocol analyzer, reliable UDP (provide reliability, congestion control, flow control over UDP) **[C, C++, Linux]**
- ❖ Implemented the HITS algorithm and designed the data set, experimented with the convergence factor and the relationship between the size of the data set and the convergence factor **[C++, Linux]**

EMPLOYMENT PROJECTS

Sea's Home (Merchandize and Logistic [M&L] applications)

June 2011 – August 2012

Project Lead for Wipro Ltd., Bangalore, India

- ❖ Sea's Home is one of the largest privately owned mainline department store companies with more than 250 fashion stores.
- ❖ Recruited and built a team of 12 individuals for knowledge transfer and production support process of Sea's Home's M&L applications (total of 34 applications).
- ❖ Accomplished complete knowledge from new client (Sea's Home) in 3 months by implementing KARP (knowledge acquisition and retention process) rigorously and prepared dossiers for future reference.
- ❖ Tracked all problems in Sea's Home's M&L area and troubleshoot a wide range of application related problems
- ❖ Managed a team which was located at multiple locations.

General Motors Financials

September 2010 – June 2011

Onsite Coordinator for Wipro Ltd., Detroit, MI, US

- ❖ Involved in historical financial, logical and physical separation of the wholesale application.
- ❖ Played a major role in data separation by developing new tools, data migration, and building a new environment for General Motors financials which involved setting complete batch job cycle, programs, online CICS screens, libraries and creation of schedules.
- ❖ Adhered to SOX compliance for finance related documents.

Shipping Company

January 2010 – August 2010

Onsite Coordinator for Wipro Ltd., Portland, ME, US

- ❖ Worked together with clients in all phases of the project's system development life-cycle.
- ❖ Analyzed the system to determine impacted programs for "Due Date" and "Ship Date" changes.
- ❖ Identified the modification in code, implemented code change and tested those changes.
- ❖ Utilized team collaboration skills to build the international team of onsite and offshore team members.

General Motors (US Imports)

July 2008 – December 2009

Sr. Programmer Analyst at Wipro Ltd., Bangalore, India

- ❖ Played a major role in developing a new system PAPS (Pre-Arrival Processing System) – for customs clearance process for productive parts across US-Canadian border. PAPS is a harmony of web and legacy systems, with a thin user-friendly web application that can be accessed globally and a robust mainframe backend.
- ❖ Involved in a reengineering project. Developed REXX tools to analyze programs and databases. The tools were used to extract data from the source code and generate excel sheets which were later used to application analysis.
- ❖ Developed logic and code to facilitate the communication process between Java frontend and mainframe backend. Used middleware IMS connect for IMSDB (information management database) and stored procedures for DB2 relational databases.
- ❖ Developed tools to synchronize data between hierarchical and relational database.

Bracdale (Online Time Tracking System)

June 2007 – June 2008

Project Intern at Bracdale, Bangalore, India

- ❖ Developed web-based system using ASP, JavaScripts, SQL Server to calculate project costs and ensure accurate customer billing by tracking employee time and expense.
- ❖ Developed tools to generate various dynamic reports such as monthly timesheets, variance reports, invoice generation.

HONORS AND AWARDS

- ❖ VOILA award for the development of PAPS (Pre-Arrival Processing Systems)
- ❖ Achievement Award proposed by Senior Client Manager for efforts in wholesale project at onsite
- ❖ Ranked 1st in Third and Final year of Engineering
- ❖ Ranked 15th at State Board in Secondary School Certificate examination

EXTRACURRICULAR ACTIVITIES

- ❖ Conducted training sessions in DB2 and COBOL for 40 colleagues
- ❖ Coached C and C++ programming languages at training institute KAROX, Pune, India
- ❖ Member of SYNERGY Team at Wipro Ltd. to encourage workplace camaraderie

Sample Resume 5

Jane Smith

123 Main Street, Bloomington, IN 47401 | librarystudent@iu.edu | (812) 123-4567

EDUCATION

Indiana University, Bloomington, IN May 2014
Master of Library Science

Indiana University, Bloomington, IN May 2010
Bachelor of Arts in English

EXPERIENCE

Technical Services Assistant January 2013 – Present
Indianapolis Public Library, Indianapolis, IN

- Communicate with library purchasing department weekly to ensure project material requirements are met.
- Document and track project data in order to effectively meet the reporting needs of the library.
- Review vendor invoices for accuracy and process through library accounting system in a timely manner.
- Perform elementary descriptive cataloging using automated bibliographic database when needed.

Reference Assistant May 2012 – August 2012
Herman B Wells Library, Bloomington, IN

- Assisted library patrons with informational, directional and basic reference inquiries in person and remotely.
- Learned new computer technology as it became available in the library.
- Ensured that items in the Reference and Special Collections areas were shelved daily and materials were kept in proper classification order and were accessible to patrons and library staff.

PROFESSIONAL AFFILIATIONS / SERVICE

American Library Association, Indiana University Student Chapter August 2013 – May 2014
President

- Oversaw Executive Council when chapter was awarded the ALA Student Chapter of the Year Award.

Monroe County Public Library, Bloomington, IN August 2012 – May 2014
Volunteer

- Aided full-time staff in the planning and execution of library programs for young adult and adult patrons.

Midwest Pages to Prisoners Project, Bloomington, IN January 2012 – August 2012
Volunteer

- Trained new volunteers on the duties and expectations of the specific project they were assigned to.

SKILLS

Computer Applications - PC, Mac, Microsoft Word, Excel, PowerPoint, RefWorks, Zotero, social networking sites

Web Development/Desktop Publishing - HTML, XHTML, Dreamweaver, SharePoint, Wordpress, wikis

Instructional Tools - Blackboard, Oncourse, Moodle

Library Systems - Voyager, WorldCat, OpenBiblio