Oregon TECH

Resume Tips for Business Majors

NOTE: IT MAJORS - SEE SEPARATE CSET/IT HANDOUT

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, and/or by moving sections around depending on what is most important to the employer.

CONTACT INFORMATION

Include your name in a larger bold font (24+ pt). Underneath your name, using as few lines as possible, add your location, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

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PROFILE/SUMMARY

This initial section is where you communicate a few of your key strengths **related to the position** you are seeking. Most employers see Objectives as outdated, so try a Profile or Summary instead. A bulleted Summary of Qualifications is great for those with more experience who can address most of what's in the job description (see resume example at the end).

Summary

Marketing junior at Oregon Tech with coursework in X and Y (related to job you're applying to) and experience in Z (project or work experience, again related to specific job).

EDUCATION

List your education next. Include minor, specialization, emphasis or area of interest, and your GPA if it's a strength. Are you a student athlete or member of a club? Are you Six Sigma Green Belt certified? Did you receive a scholarship? On a pre-career resume, consider listing your relevant coursework too.

NOTE: employers tell us that if they have a GPA requirement (becoming more common) and you do NOT have a GPA on your resume, you will not be considered. It's safest to include your GPA if it's 3.0 or higher.

EDUCATION

Oregon Institute of Technology (Oregon Tech), Wilsonville OR

Bachelor of Science in Business – Marketing Option   June 2019

GPA: 3.4   Major GPA: 3.7   Dean's List – two quarters

CERTIFICATIONS

Certifications such as Six Sigma Greet Belt or any project management certifications should be included in a separate section. Associated project management skills may be included in your Skills section. Include the full name plus the acronym.

Certified Associate in Project Management (CAPM)   September 2019

SKILLS

Whatever skills you list, have *examples* of how you've used those skills in your Projects or Experience.

SKILLS

Applications: Macromedia Dreamweaver, Adobe Photoshop, Illustrator, Microsoft Office (highly proficient in Excel), and Microsoft Outlook
Operating Systems: Microsoft Windows, Apple OS X
Language: Proficient in Spanish

-OR-

SKILLS AND ABILITIES
Professional Skills
- Presentations - to groups of up to 50 in both academic and professional settings
- Project Leadership – Ran several class projects incorporating collaboration tools
- Teamwork - experience as a member and leader of small and large teams

Technical Skills
- Communication Tools: Word, Outlook, PowerPoint, Prezi
- Collaboration Tools: Trello, MS Teams
- Social Media Tools: Facebook and Instagram page management
- Analytical Tools: Excel – Intermediate proficiency (pivot tables, formulas, charts)

PROJECTS / RESEARCH

Particularly for those embarking on a new engineering career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

SENIOR PROJECT – Oregon Tech
ZipIt Snack Delivery Business
- Created a small business targeting Oregon Tech students and parents. Students and parents can order snack boxes during exam times and have them delivered to student residences.
- Wrote and executed a business plan including registering the business, obtaining financing, researching consumer needs, creating packaging, hiring staff, troubleshooting operations.
- Developed and executed an integrated marketing plan including social media marketing.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills.

TEAM PROJECTS – Oregon Tech
Sales and Sales Management
- Worked with a diverse team to create a sales presentation in PowerPoint directed at senior buyers for a construction equipment distributor.
- Presented to a group of students and faculty and practiced overcoming objections and negotiation tactics.

EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important.

MANAGEMENT EXPERIENCE

Folio Graphics, Wilsonville OR

Web Administrator   07/2018-09/2018
• Reorganized main website to ensure integrity.
• Designed user interface for transferring paper process to web, increasing customer base by 15%.

-OR-

Starbucks, Klamath Falls OR

Shift Supervisor   10/2016 – 05/2018
• Promoted to supervisor after six months.
• Opened and closed the location, reconciling a cash drawer of up to $2,500 daily.
• Contributed to hiring, termination and other human resources decisions.

Experience less related to management may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

LEADERSHIP / INVOLVEMENT / AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight **leadership** roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

Leadership and Involvement

Oregon Tech Broadcasting (member)   2016-2018
A student-run digital media program promoting campus culture and visual media through hands-on student production.

General Resume Tips:

➢ NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See www.oit.edu/career.
➢ Don't put your contact information in a header: applicant tracking systems won't be able to see it.
➢ Be organized, and consistent in the format of how you describe experiences.
➢ Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
➢ Balance your use of text, bullets, blank space and margins.
➢ Begin all bullets with action verbs; past tense verbs for past accomplishments.
➢ Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
➢ Do not include references or "References on request" – it's assumed.
➢ Within each section, use reverse chronological format.
➢ One page if possible, two is acceptable if you can take up at least half of the second page.
➢ Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
➢ Shading (the little paint can on Word) and borders can make your resume look distinctive.
➢ Don't insert symbols or other graphics (except bullet points).
➢ NO typos – get someone else to proofread for you

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SUMMARY OF QUALIFICATIONS
- 3+ years' work experience including being promoted into supervisory roles.
- Project management experience using Excel and Access.
- Experience leading and working on diverse cross-functional teams.
- Extensive experience with customer service and sales techniques; strong interpersonal skills.

EDUCATION
Oregon Institute of Technology (Oregon Tech), Klamath Falls OR
Bachelor of Science in Operations Management   June 2019
Major GPA: 3.6 Overall GPA: 3.4 Dean's List – 4 quarters

SKILLS
Data Analysis: *Excel*: VLOOKUP, PivotTables, PivotChart, Quick Analysis, Formulas, Statistical Calculations, Macros.
    Other: Minitab, SQL, Access, Statistics
Lean Six Sigma: 5S, DMAIC, Kaizen, Continuous Improvement, Lean Manufacturing
Project Management: GANTT charts, MS Project, Agile

RELATED EXPERIENCE

INTERNSHIP
Northwest Paper Box Manufacturers, Medford OR
Operations Intern   06/18-09/18
- Contributed to a new system using Excel to streamline the budgeting process for new projects.
- Reorganized inventory system to prevent material shortages while minimizing on-hand inventory.
- Gave several presentations to upper management, supervisors, and team members.

SENIOR PROJECT
Student Sustainability Group, Oregon Tech   09/2018 – present
- Developing a management tool using Microsoft Excel and Access to help reduce solid and electronic waste on campus. Departments regularly have leftover supplies that go to waste that could be used by others on campus.
- This project will create a database of surplus inventory, an internal financial system for transfer of assets, and a communications strategy to help promote its use.

TEAM PROJECTS – Oregon Tech
- Developed alternative layouts for C&D Aerospace's Dado Assembly Area while optimizing man hours and material flow.   09/17-12/17
- Created Material Requirements Planning Program for three product structures containing parts with independent and dependent demand.   01/16-06/16

ADDITIONAL EXPERIENCE
Server, Pho Hong, Klamath Falls OR   2016 - 2017
- Worked 20-25 hours per week while attending school full-time.
- Promoted to shift supervisor.