



Jonathan Smith

Senior Web Developer

Innovative, task-driven professional with 8+ years of experience in web design and development across diverse industries. Equipped with a record of success in consistently identifying and providing the technological needs of companies through ingenious innovation. Proficient in developing databases, creating user interfaces, writing and testing codes, troubleshooting simple/complex issues, and implementing new features based on user feedback.



johnathan@novoresume.com



123 6543 132



Long Beach, CA



jonathan-smith.com



linkedin.com/in/jonathan.smith



github.com/jonathan.smith

TECHNICAL SKILLS

HTML5

CSS3

JavaScript

iQuery

PHP

SQL

Adobe Creative Suite

WordPress

XML

INTERESTS



Machine Learning



Chess



Video Games



Robotics

WORK EXPERIENCE

Web Developer

Precious Technology Co.

05/2016 - Present

Long Beach, CA

- Design and establish user-friendly websites, including optimized check-out page, resulting in a 25% increase in user clicks and subsequently 33% in customer purchases.
- Provide adequate training to 60+ staff members and 20+ junior web developers in internal web functions, including steps on how to make minor updates/changes independently.
- Establish an interactive and dynamic website that guarantees high traffic, page views, and maximum user experience, generating a 45% increase in the company's sales revenue.
- Administer the full lifecycle of software development for 12 critical projects of the company with 100% on-time delivery while staying 7% under budget.
- Conceptualize and enforce a server that accelerated document generation as well as the search-functionality of current websites by 15%, garnering consistent commendation and award from the top management.

Web Developer

Virtual Solutions International Company

04/2012 - 08/2016

Sacramento, CA

- Formulated and implement improvements on cleanup processes and performance, minimizing downtime by 10%.
- Devised various custom responsive WordPress sites from design comps that included advanced WordPress features, such as Custom Post Types, Advanced Custom Fields, and WordPress Customize API.
- Diagnosed and troubleshoot different websites of the company's critical clients by deploying updated knowledge of the modern technologies and techniques in the industry.
- Proactively liaised with the design team and project manager to ensure efficient and timely delivery of significant projects.

COURSES & TRAININGS

Web Design for Everybody Specialization Course

University of Michigan (Online Course)

Front End Web Developer Learning Path

Udemy.com

Web Developer Bootcamp

Udemy.com

The Complete JavaScript Course

Udemy.com

EDUCATION

BS in Web Development

California State University

06/2008 - 06/2012

GPA: 3.8/4.0

MARK RICE

PROFESSIONAL SUMMARY

Energetic Primary School Teacher driven to continue to learn and grow professionally to be the most effective teacher. Able to understand and implement new technologies and teaching strategies. Excel at working with different learning styles.

WORK HISTORY

Primary Teacher, 05/2019 to Current

Edinburgh Boys School - Edinburgh, Scotland

- Established strong, supportive relationships with families, encouraging parental involvement to boost children's achievement.
- Integrated creative learning strategies, such as games and team-building exercises, resulting in increased classroom engagement.
- Evaluated students' academic progress, liaising with parents to facilitate cohesive learning environments at home and in school.
- Utilised visual aids and classroom displays to support engaging lesson delivery and enhance student understanding.

Primary Teacher, 01/2014 to 04/2019

St Christopher's School - Dunbar, East Lothian

- Prepared and delivered creative curriculum for children aged 5-11 in subjects including maths and English.
- Supervised and mentored teaching assistants to build confidence and cultivate effective classroom environments.
- Supported SEND students using evidence-based techniques.
- Marked and provided constructive feedback on homework tasks and class projects.

Primary Teacher, 10/2009 to 12/2013

St Matthews Primary - Edinburgh, Scotland

- Maintained working knowledge of Key Stage 2 curriculum and related guidance.
- Led parent meetings to discuss student attendance, attainment and behaviour.
- Created daily lesson plans targeted to current curriculum standards.
- Monitored and reported on students' performance to aid development.

CONTACT

Address: 52 Park Row, EDINBURGH
ED2 0YR

Phone: 07912345678

Email: mark.rice@example-
example.co.uk

SKILLS

- Learner assessment
- Academic support
- Strategic seating arrangement
- SATs preparation
- Teaching material development
- Pastoral care
- Creative lesson planning
- Behaviour management

EDUCATION

PGCE, Primary (5-11), 2009

University of Edinburgh -
Edinburgh

Bachelor of Arts, English

Literature, 2008

University of Strathclyde - Glasgow

Jordan Iosefa



Student

Address 21 Ingles Street
5010, Lower Hutt
New Zealand
Email jiosefa@outlook.com

Phone Number +6423920920

01 PROFILE

Diligent, responsible and highly-motivated student with a background in retail and sales currently seeking employment in a customer-facing role. Strong sales skills and adept at meeting customer needs while providing exceptional customer service. Effective and confident communicator with strong interpersonal skills looking to add value to a new team.

02 EMPLOYMENT HISTORY

12/2018 — Present

Assistant Manager at Whitcoulls

Hamilton

- Provided exceptional customer service by addressing inquiries and resolving concerns
- Processed customer transactions, ensuring each sale was recorded securely and accurately
- Communicated with suppliers to ensure products were delivered in a timely manner to meet customer requests and demands
- Trained over 50+ staff members and providing support to staff as necessary

02/2016 — 03/2018

Sales Representative at Kirikiroa Sporting Goods

Hamilton

- Assisted customers with product queries and concerns, offering advice, guidance and recommendations as requested and required
- Processed customer transactions in a timely and secure manner
- Ensured public spaces were kept clean, organised and tidy in accordance with store health, safety and hygiene policies and expectations
- Resolved customer issues and escalated concerns as necessary

03 EDUCATION

Feb 2013 — Jun 2017

University of Waikato

Hamilton

Bachelor of Arts

04 SKILLS

Teamwork	● ● ● ● ●	Leadership	● ● ● ● ●
Time Management	● ● ● ● ●	Communication Skills	● ● ● ● ●
Customer Service	● ● ● ● ●		

RESUME TIPS

RESUME LANGUAGE SHOULD BE:

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Articulate rather than “flowery”
- Fact-based (quantify and qualify)
- Written for people who scan quickly

DON'T:

- Use personal pronouns (such as I)
- Abbreviate
- Use a narrative style
- Use slang or colloquialisms
- Include a picture
- Include age or gender
- List references
- Start each line with a date

TOP 6 RESUME MISTAKES:

1. Spelling and grammar errors
2. Missing email and phone information
3. Using passive language instead of “action” words
4. Not well organized, concise, or easy to skim
5. Not demonstrating results
6. Too long

DO:

- Be consistent in format and content
- Make it easy to read and follow, balancing white space
- Use consistent spacing, underlining, italics, bold, and capitalization for emphasis
- List headings (such as Experience) in order of importance
- Within headings, list information in reverse chronological order (most recent first)
- Avoid information gaps such as a missing summer
- Be sure that your formatting will translate properly if converted to a .pdf

PLAN TO WORK INTERNATIONALLY?

Resume guidelines can vary from country to country. See our [international resources](#) at the OCS website.

Always use your @college email account and check it frequently, even if you have enabled forwarding.

RESUMES AND COVER LETTERS

RESUME SAMPLE

Firstname Lastname

If an employer asks for your SAT/ACT scores or GPA, include in your Education section.

17 Main Street • Los Angeles, CA 92720 • youremail@college.harvard.edu • (714) 555-9857

Education

HARVARD UNIVERSITY

A.B. Honors degree in History. GPA 3.73.

Relevant Coursework: International Political Economics and the European Community.

Commit 25 hours per week to Harvard Varsity Field Hockey Program.

Cambridge, MA

May 2023

UNIVERSITY OF LONDON

Study abroad coursework in European History and Econometrics.

London, UK

May - August 2021

LOS ANGELES HIGH SCHOOL

Graduated with high honors. SAT I: M:780 V:760.

National Honor Society. Member of Varsity Field Hockey Team.

Los Angeles, CA

June 2019

If including coursework, be sure it's relevant to the position to which you're applying.

Experience

Use different verbs.

PEPSI-COLA NORTH AMERICA BEVERAGES

Marketing Analyst Intern

Examined profitability of foreign market for new fruit drink using analysis of comparable brands. Managed focus groups and consumer surveys gathering over 500 data points. Created ideas for niche marketing campaigns including use of social networks and viral marketing. Presented findings to senior managers using quantitative analysis and creative visuals in combined PowerPoint presentation.

Remote

May - August 2022

THOMAS WILCK ASSOCIATES

Assistant Account Executive

Researched and assembled requests for proposals for medium-sized public relations and communications firm. Actively participated in staff meetings and brainstorming sessions. Generated correspondence with top executive officers.

London, UK

May - August 2021

TECH HILLS

Technology Intern

Implemented new web site, including back end database storage system and dynamic web pages.

Laguna Hills, CA

May - August 2020

Note that relevant interests and skills can be demonstrated through campus and volunteer activities as well as through previous employment.

Leadership

HARVARD UNDERGRADUATE WOMEN IN BUSINESS (WIB)

Executive Committee Member

Organized marketing and advertising campaign to increase membership. Coordinated business conference and networking reception for 50 business professionals and 500 students.

Cambridge, MA

February 2020 - Present

HARVARD COLLEGE MARATHON CHALLENGE

Training Program Director

Developed training program for 25 charity runners. Raised over \$25,000 to support Phillips Brooks House Association and The Cambridge Food Project.

Cambridge, MA

January - May 2020

Be consistent presenting data. Use either numerals or words but not both.

Skills & Interests

Technical: Microsoft Excel and Access, Stata, SQL, Java and HTML.

Language: Fluent French and Conversational Spanish.

Interests: Ultimate Frisbee, Bhangra dance, and European films.

RESUMES AND COVER LETTERS

RESUME TEMPLATE I (WITH BULLET POINTS)

Firstname Lastname

Home Street Address • City, State Zip • youremail@college.harvard.edu • phone number

Education

HARVARD UNIVERSITY

Degree, Concentration, GPA [Note: Optional]

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Cambridge, MA

Graduation Date

STUDY ABROAD [Note: If Applicable]

Study abroad coursework in _____.

City, Country

Month Year – Month Year

NAME OF HIGH SCHOOL

[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know]

City, State

Graduation Date

Experience

ORGANIZATION

Position Title

City, State (or Remote)

Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

ORGANIZATION

Position Title

City, State

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Leadership & Activities

ORGANIZATION

Role

City, State

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation

OPTIONAL CATEGORY EXAMPLES

You may wish to adopt these categories if relevant to your experience or the opportunity you are applying for. If you have significant experience in a specialized category, consider using that as your primary "Experience" section. Both paragraph and bulleted formats are options, but be consistent with the formatting within your resume. Students in creative and performing arts can develop resumes, portfolios, and websites to support their specific job search. OCS advisers can help!

Leadership Experience

HARVARD SOCIETY OF BLACK SCIENTISTS & ENGINEERS

Cambridge, MA

President

September 2020 - May 2021

Provided strategic direction and developed annual goals for this 90-member student group. Organized board and general meetings. Oversaw existing activities, programs, and collaborations with other student organizations. Represented group in Black Community Leaders Organization.

HARVARD COMPUTER SOCIETY

Cambridge, MA

Membership Coordinator / Board Member

January - May 2021

Organized marketing and advertising campaign, resulting in 20% increase in membership. Coordinated tech conference and networking reception for 30 professionals and 75 students. Upgraded and enhanced website.

Public Service Experience

CAMBRIDGE DEPARTMENT OF SOCIAL SERVICES

Cambridge, MA

Intern

September 2020 – Present

- Conduct site visits to local social service agencies to assist in evaluating effectiveness of service delivery. Observe experienced counselors and social workers in private settings with clients.
- Analyze data to determine trends in service usage.

PHILLIPS BROOKS HOUSE ASSOCIATION

Dorchester, MA

Summer Urban Program Senior Counselor

June – August 2021

- Organized activities at summer camp encouraging academic achievement among inner city and under-resourced children. Managed \$500 activities budget.
- Produced and implemented curriculum for girls ages 11-12 exposing campers to female leaders in community, community service, and health education.

Technical Skills

Programming: C, C++, C#, SQL, R, Perl, Python, MATLAB, JavaScript, OCaml.

Operating Systems: Windows, MAC OS, and Linux.

Web Design: Designed www.abc.com, www.xyz.com

For tech (computer science) resumes, include Technical Skills after the Education section.

Research Experience

STANFORD NANOTECH RESEARCH CENTER

Palo Alto, CA

Research Intern

June – August 2021

Project: Microfabrication of Thin-film Heaters to Simulate Hotspots.

- Fabricated devices for testing effectiveness of nanoscale patch used to cool down hotspots on microprocessors.
- Utilized cleanroom facilities to create devices with hotspot heater and temperature sensors to simulate heat generation.

Performing Arts Experience

MAINLY JAZZ DANCE COMPANY

Cambridge, MA

Dancer / Choreographer

October 2020 – Present

Perform traditional jazz, lyrical, hip hop, funk, and modern dance at performances open to public throughout the year. Teach dance routines weekly to 20+ students at local elementary school.

Activities

LOWELL HOUSE COMMITTEE

Cambridge, MA

Member. Collaborate on social and community service activities.

September 2020 – Present

MASSACHUSETTS GENERAL HOSPITAL

Boston, MA

Hospital Volunteer. Commit 5 hours per week greeting patients.

January – May 2021

Yasmine MOUSTAPHAWI

Phone: +32 495 243 174

Email: yasmine.moustaphawi@coleurope.eu

Address: Brussels, Belgium

PROFESSIONAL SUMMARY

Business Analyst and statistical engineer with a deep interest in European economics. Used econometrics and statistics tools to think critically, analyze, and estimate problem-solving. Moreover, adopted a prospective mechanism to forecast the future and build scenarios.

INTERPERSONAL SKILLS

- Client Relationship
- Communication
- Economic Modelling
- Business Analysis
- Data Analysis
- Analytical Thinking

- Problem Solving
- Attention to Detail
- Learner's Mindset
- Adaptability
- Teamwork

TECHNICAL SKILLS

- STATA
- Eviews, SPSS
- Python
- R
- Excel (Advanced Functions, Pivot Tables, Macros)
- Advanced Statistical Analysis & Econometrics

LANGUAGES

- **English:** Advanced
- **French:** Advanced
- **Arabic:** Advanced

WORK EXPERIENCE

SPSS Software Trainer

June 2021 – August 2021

Private School, Algeria

- Designed and implemented an extensive training program for database management, data cleansing, and statistical analysis.
- Trained participants effectively in SPSS software for both quantitative and qualitative analysis.
- Simplified statistical methods for improved communication and enhanced learning experience.
- Enriched learning experience with interactive case studies and practical exercises.

Business Analyst

April 2018 – March 2021

Real Estate Promotion and Management Office (OPGI), Algeria

- Made statistics, collected data on the progress of housing projects, and assessed and evaluated the databases.
- Analyzed data and built scenarios and economics and financial models in order to support business decisions.
- Processed the minutes of the commission for the opening and judging of public tenders.
- Prepared the quotes in collaboration with the Sonelgaz work team (an Algerian company).

Data Trainee

March 2017 – June 2017

Ministry of Education, Algeria

- Practical internship at the level of the statistics department for the preparation of the master's thesis
- Collected the databases.
- Analyzed the data.
- Estimated the relationship between variables of the study and made predictions and economic models.

EDUCATION

Master of Science in European Economic Studies

September 2022 – June 2023

College of Europe, Belgium

- **Thesis:** National dimensions and the recent inflation dynamics in the Euro area.

Dual Degree – Master & Engineer in Statistics, Applied Economics, and prospective

Sep 2012 – June 2017

National Higher School of Statistics and Applied Economics ENSSEA, Algeria

- **Thesis:** The Relationship between Education and Economic Growth in Algeria; an Econometric Analysis.
- First ranked

CONFERENCES & WORKSHOPS

Algeria Model United Nations Conference, Algeria

October 2021

- *Delegate: Climate Change and Blue Economy, Committee of United Nations Environment Assembly (UNEA).*

Female Entrepreneurship Workshop, Algeria

November 2015

- *Participant: the role of the government to encourage female entrepreneurial as a part of creating jobs and boosting the economic growth.*