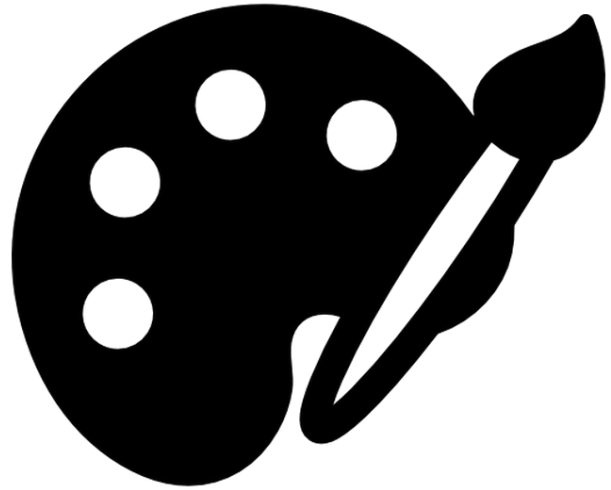


How to write a good CV

Michael Grunder | Senior Career Advisor

CV Basics

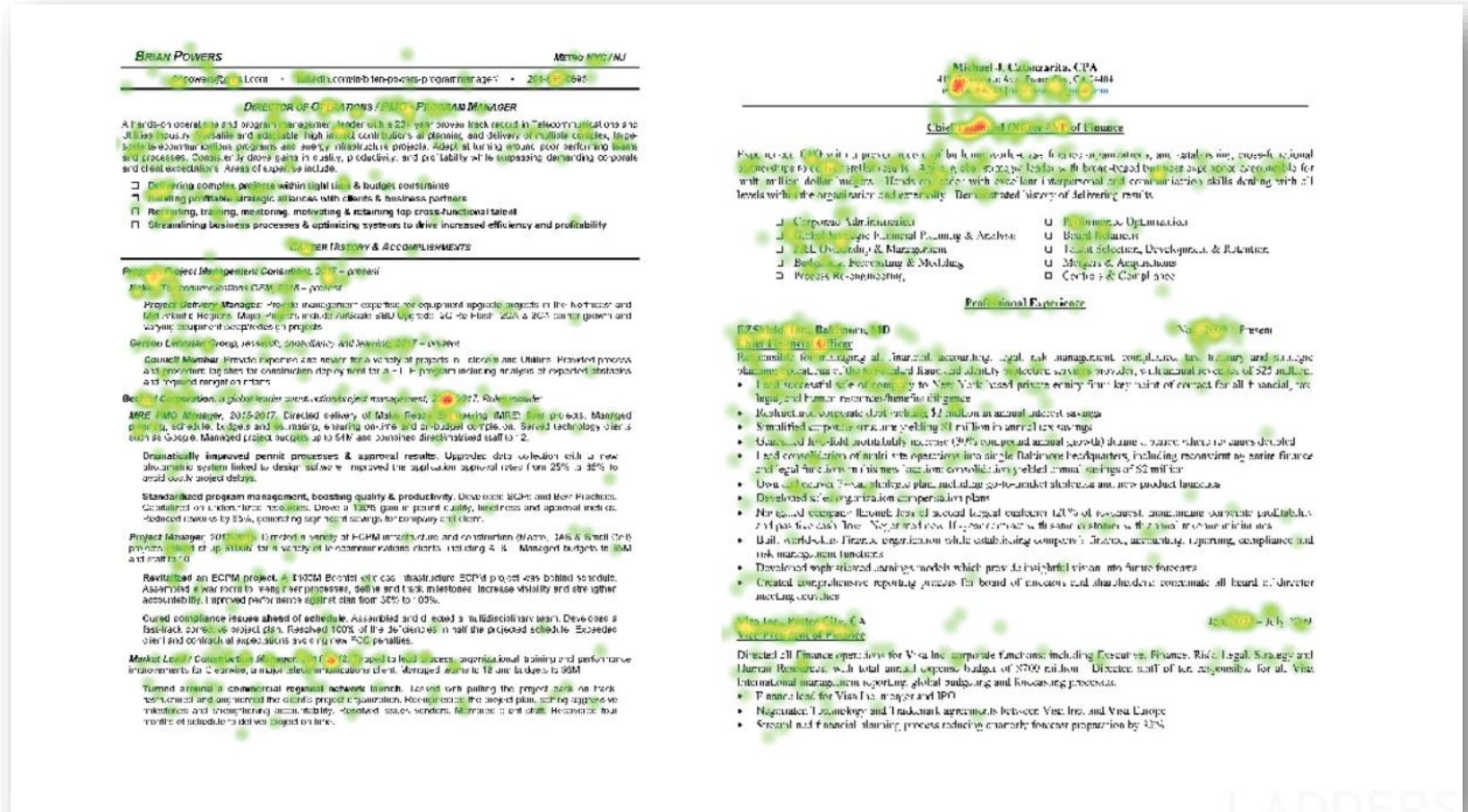
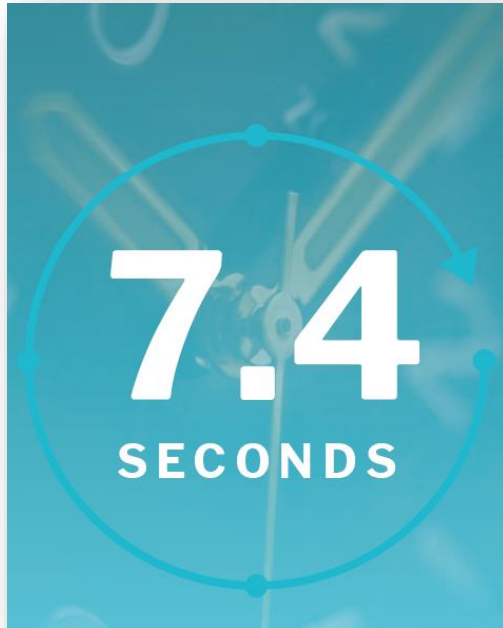




Poll

How long does a recruiter look at a CV when he/she reads it for the first time?

Eye Tracking Study 2018



BRIAN POWERS METRO NY/NJ

powerb@comcast.net | linkedin.com/in/brian-powers-project-manager | 201-551-5595

DIRECTOR OF OPERATIONS / EPC PROJECT MANAGER

A hard-core operations and program manager leader with a 20+ year proven track record in Telecom multinationals and US-based industry. Possessing a desirable high impact contributor at planning and delivery of multiple complex, large-scale telecommunication programs and safety infrastructure projects. Adapt at turning around poor performing teams and processes. Consistently drove gains in quality, productivity, and profitability while surpassing demanding corporate and client expectations. Areas of expertise include:

- Delivering complex projects within tight time & budget constraints
- Building profitable strategic alliances with clients & business partners
- Recruiting, training, mentoring, motivating & retaining top cross-functional talent
- Streamlining business processes & optimizing systems to drive increased efficiency and profitability

CAREER HISTORY & ACCOMPLISHMENTS

Project Manager / Operations Consultant, 2017 - present

Role: Telecommunications EPC / EPC - project
Project Delivery Manager: Provide management expertise for equipment upgrade projects in the hardware and software regions. Manage multiple individual tasks and projects. Manage the EPC team, manage the project team and manage equipment procurement projects.

Senior Consultant / Project Manager, 2015-2017

Consultant: Provide expertise and support for a variety of projects in the hardware and software regions. Provide process and procedure updates for construction display need for a 4-1 EPC program including analysis of expected outcomes and required support on risks.

Best of Breed Corporation, a global leader in construction management, 2012-2017, Role: Project Manager

MRP EPC Manager, 2015-2017: Directed delivery of MRP EPC projects. Managed projects, schedules and risk matrix, ensuring on-time and on-budget delivery. Saved technology client \$2M in 2016. Managed project budgets up to \$4M and coordinate direct/indirect staff to 2.

Drastically improved permit processes & approval results. Upgrade data collection with a new data entry system linked to design software - improved the application approval rates from 25% to 35% to avoid costly project delays.

Standardized program management, boosting quality & productivity. Develop RFPs and RFPs. Facilitate on client-facing occasions. Drove a 130% gain in project quality, timeliness and approval metrics. Reduced costs by 15%, generating significant savings for company and client.

Project Manager, 2011-2015: Directed a variety of EPC projects, design and construction phases. JAB & Shell EPC projects. Directed a project team for a variety of telecommunication clients including 3. Managed budgets to \$4M and staff to 10.

Revitalized an EPC project. A FINCM Boosted client cost infrastructure EPC project was halted to include. Assembled a new team to manage the processes, set milestones and track milestones. Increase visibility and strengthen accountability. I approved performance against plan from 35% to 100%.

Cured compliance issues ahead of schedule. Assembled and directed a multidisciplinary team. Developed a baseline corrective project plan. Resolved 100% of the 36 clients in half the projected schedule. Exceeded client and contract expectations and earned 100% penalties.

Market Leader / Construction Manager, 2007-2012: Trained to lead process, organizational training and performance improvements for clients, a major client satisfaction client. Managed teams to 18 and budgets to \$9M.

Turned around a commercial regional network launch. Worked with pulling the project back on track. Re-evaluated and improved the client project organization, reorganizing the project plan, setting aggressive milestones and strengthening client visibility. Developed sales, business development and staff. Received four months of schedule to deliver project on time.

Michael J. Calanzarita, CPA
 415-444-4444 | michael@theladders.com

Chief Financial Officer / CFO of Finance

Proven CFO with a proven record of bottom-line market cap finance optimization, and strategic, cross-functional leadership to create shareholder value. A strategic leader with broad-based business acumen responsible for multi-million dollar budgets. Hands-on experience with excellent interpersonal and communication skills dealing with all levels within the organization and externally. The demonstrated history of delivering results:

- Corporate Administration
- Strategic Financial Planning & Analysis
- M&A Oversight & Management
- Budgeting, Forecasting & Modeling
- Process Re-engineering
- Performance Optimization
- Brand Relaunch
- Talent Selection, Development, & Retention
- Mergers & Acquisitions
- Corporate Compliance

Professional Experience

C2S Global, Baltimore, MD (2019 - Present)
Chief Financial Officer

Responsible for managing all financial accounting, legal, risk management, compliance, tax, treasury and strategic planning activities. The successful launch of a new product line, resulting in a total revenue of \$25 million.

- Led successful sale of company to New York based private equity firm - key part of contract for all financial, tax, legal and human resource functions
- Reduced tax expense cost-related 12 million in annual interest savings
- Streamlined corporate structure, resulting in 10 million in annual tax savings
- Guided the global profitability increase (10% company and annual growth) during a volatile market period
- Led consolidation of multiple operations into single facilities headquarters, including moving the entire finance and legal functions in the new location, consolidating annual savings of \$2 million
- Used all resources to establish a plan, including go-to-market strategies and new product launches
- Developed key strategic operational implementation plans
- Negotiated corporate financial lease of second legal customer 12% of revenues, simultaneously improve profitability of legal functions. Negotiated cost effective contract with same customer as the legal functions in the area
- Built, established, finance organization while establishing competitive strategy, accounting, reporting, compliance and risk management functions
- Developed sophisticated earnings models which provided insightful view into future forecasts
- Created comprehensive reporting process for board of directors and shareholders; coordinate all board meeting activities

Visa Inc., Foster City, CA (2010 - 2019)
Senior Director of Finance

Directed all Finance operations for Visa Inc. corporate functions including Executive Finance, Risk, Legal, Strategy and Human Resources. A total annual expense budget of \$700 million. Directed staff of his responsibility for all Visa International management reporting, global budgeting and forecasting processes.

- Finance lead for Visa Inc. merger and IPO
- Negotiated technology and trademark agreements between Visa Int. and Visa Europe
- Secured and financial planning process reducing quarterly forecast preparation by 35%

Source: <https://www.theladders.com/static/images/basicSite/pdf/TheLadders-EyeTracking-StudyC2.pdf>

Usage of Templates

ANDREW CLARK

Architecture Student | Design Enthusiast | Technically Skilled

@help@enhancv.com | linkedin.com | Undefined

SUMMARY

Enthusiastic Architecture Student with 6 years of experience in renowned architectural firms. Specialized skills in architectural design, 3D modeling using software like AutoCAD, Revit and SketchUp. Proud recipient of the Sustainable Design Trophy for innovative design concepts. Eager to apply these skills to help build sustainable and aesthetically pleasing architectural solutions.

EXPERIENCE

Architecture Student 2019 - 2021
Zaha Hadid Architects London, UK

Worked on several significant projects, contributing to various stages of the architectural process

- Assisted in design development, resulting in innovative proposals for two major commercial projects
- Conducted site analysis for three potential project locations, providing detailed reports with feasible design suggestions
- Collaborated in creating 3D architectural designs using Revit and SketchUp for five different projects

Architecture Student 2017 - 2019
Gensler San Francisco, USA

Involved in a number of high-profile projects, assisting in various stages of design and planning

- Worked closely with senior architects to develop preliminary sketches for four commercial building projects
- Assisted in 3D modeling and drafting of architectural plans for multiple large-scale projects using AutoCAD, resulting in efficient and accurate designs
- Participated in client meetings and site visits, aiding in the communication and execution of design concepts

Architecture Student 2015 - 2017
Foster + Partners London, UK

- Participated in different project stages including research, design, and drafting
- Contributed to research and feasibility studies for three urban development projects
- Collaborated in drafting detailed architectural plans using CAD software for two residential projects
- Assisted in preparing architectural models and renderings for client presentations

EDUCATION

Master's Degree in Architecture 2013 - 2015
University College London London, UK

Bachelor's Degree in Architecture 2009 - 2013
University of California, Berkeley Berkeley, USA

Powered by Enhancv

www.enhancv.com



Enriq Lehne

Civil Engineer

STRENGTHS

Creativity

My innovative architectural design for a commercial project at Zaha Hadid Architects recognized as highly creative.

Teamwork

Successfully collaborated with diverse teams at Foster + Partners on several architectural projects.

Technical Skills

Proficient in various design tools like Revit, AutoCAD, SketchUp, aiding in efficient and accurate design.

SKILLS

Architectural Design - 3D
AutoCAD - Revit - SketchUp
Project Management - Client Communication
Sustainable Design - Urban Planning

CERTIFICATION

Revit Architecture Expert Training

Completed an intensive Autodesk training program, mastering the techniques of Revit Architecture.

Become a Sustainable Architect

Completed an interesting course from the Massachusetts Institute of Technology on Sustainable Design.

PASSIONS

Urban Sketching

I love urban sketching as it helps me observe, understand, and appreciate the architectural details around me.

Travel

Passionate about traveling and exploring the architectural diversity and historical landmarks around the world.

Contact Details

enriqlehne@gmail.com

(618) 077 4658

Samanthaburgh, 31965, Oregon

Education

- Bachelor of Science in Civil Engineering**
Massachusetts Institute of Technology
2017 - 2021

Skills

- Project Management - Expert
- Construction Management - Expert
- Technical Skills - Expert
- CAD Design - Expert
- Structural Analysis - Expert
- Problem Solving - Expert

Summary

Civil Engineer with 8+ years of experience in design, planning, and management of civil engineering projects. Proven track record of successful delivery of projects on time and within budget.

Work Experience

Civil Engineer, Herzog - Auer

March 2023 - Present

- Designed, planned, and managed the construction of a municipal water system for a local community.
- Developed structural plans and drawings for several large-scale renovation projects.
- Supervised a team of engineers to ensure that construction projects were completed on time and within budget.

Civil Engineer, Kuvulis, Vandervort and Wintheiser

May 2021 - February 2023

- Drafted reports for clients and stakeholders on the progress of various civil engineering projects.
- Tested and monitored soil, water, and air quality to ensure that all civil engineering projects met environmental standards.
- Investigated and resolved technical issues arising in civil engineering projects.

References

References available upon request

GRACE HOPPER

ASPIRING UI/UX DESIGNER

CONTACT

+1-456-7890
llo@reallygreatsite.com
reallygreatsite

EDUCATION

Computer Science, B.S., Information Science, B.S.

University of North Carolina
Chapel Hill
20 - 2024 | GPA: 3.5/4.0

SKILLS

Adobe Illustrator
Canva
AdobeXD
Figma
Photoshop
Adobe Photoshop
HTML/CSS
JavaScript

AWARDS

LinkdInk Unlimited
Best outstanding social media producer - Dec 2020

/ EXPERIENCE

Director of Graphic Design | Pearl Hacks
Apr 2021 - Present

- Created 50+ graphics and designs to use for marketing and branding purposes of a hackathon for women and gender nonconforming individuals
- Managed a design committee of 5 for assistance with brainstorming graphics and theme for each year

Teaching Assistant | UNC Chapel Hill
Aug 2022 - Present

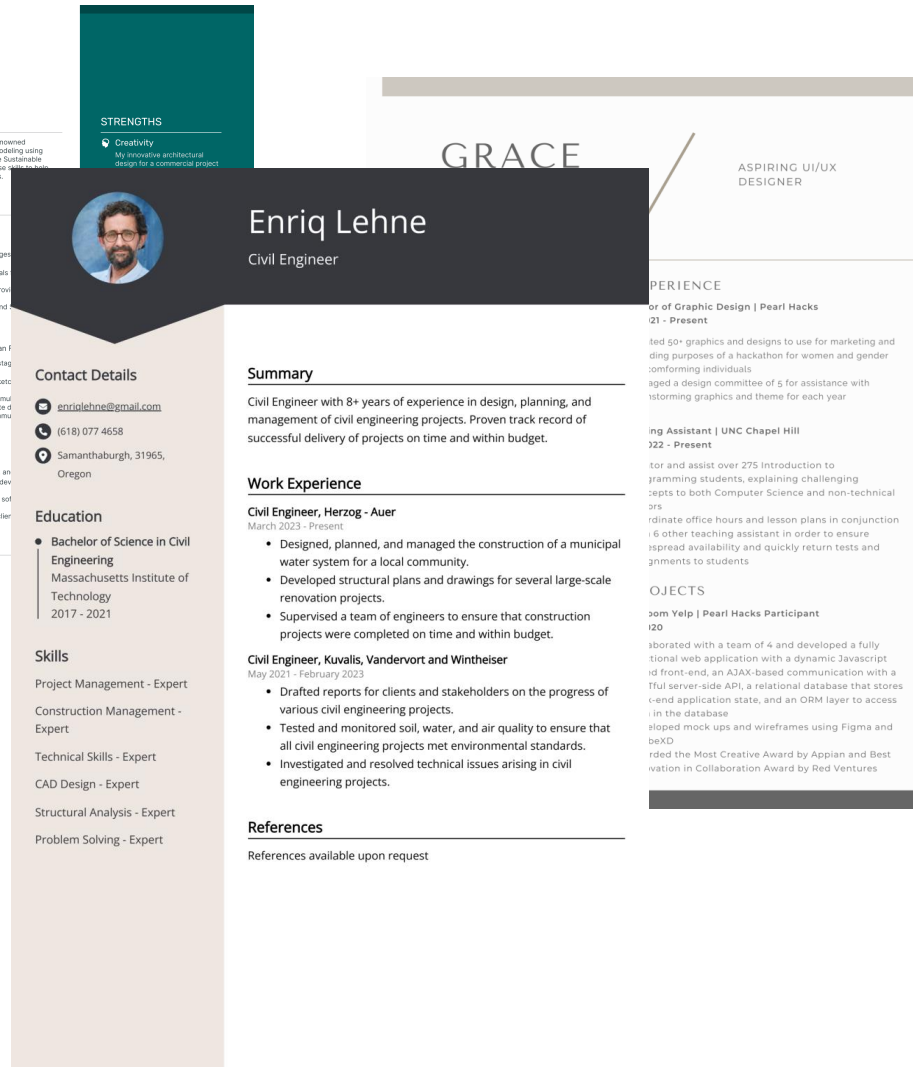
- Mentor and assist over 275 Introduction to Programming students, explaining challenging concepts to both Computer Science and non-technical majors
- Coordinate office hours and lesson plans in conjunction with 6 other teaching assistant in order to ensure widespread availability and quickly return tests and assignments to students

/ PROJECTS

RESTroom Yelp | Pearl Hacks Participant
Feb 2020

- Collaborated with a team of 4 and developed a fully functional web application with a dynamic Javascript based front-end, an AJAX-based communication with a RESTful server-side API, a relational database that stores back-end application state, and an ORM layer to access data in the database
- Developed mock ups and wireframes using Figma and AdobeXD
- Awarded the Most Creative Award by Appian and Best Innovation in Collaboration Award by Red Ventures

Usage of Templates



Template: yes – but with caution



Clearly structured & consistent

- Clear consistent font / data format
- Not smaller than 10.5pt



Language matters

- No abbreviations
- No spelling or grammatical errors



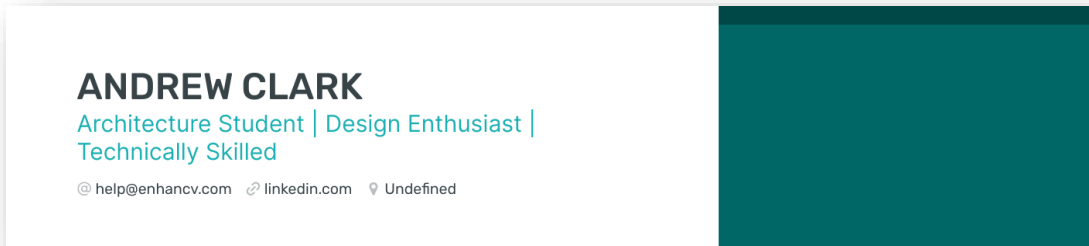
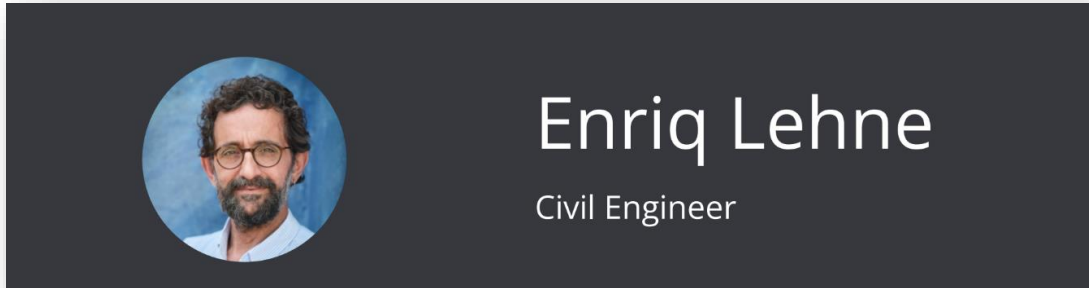
2 pages max. (3 for PhD)



Document Management

- Convert in PDF
- 1 pdf per document

Application Photo



Professional photo



Dresscode: Appropriate to company/field/role



Avoid distracting backgrounds



Photo should be up-to-date



Say cheese!

Contact Details



Address :

- Full residential address



Phone number:

- Just one phone number
- Preferably a Swiss number if available
- Professional voicemail



Email address:

- Just one (professional) email address

Isabella Bernasconi

Zürcherstrasse 37
8610 Uster
Phone: +41 79 012 34 56
E-Mail: i.bernasconi@bluewin.ch



02.05.1996
Swiss/Italian

Personal Details



First name, **Last name**



Nationality & residence permit



Date of birth - Yes; Place of birth - No

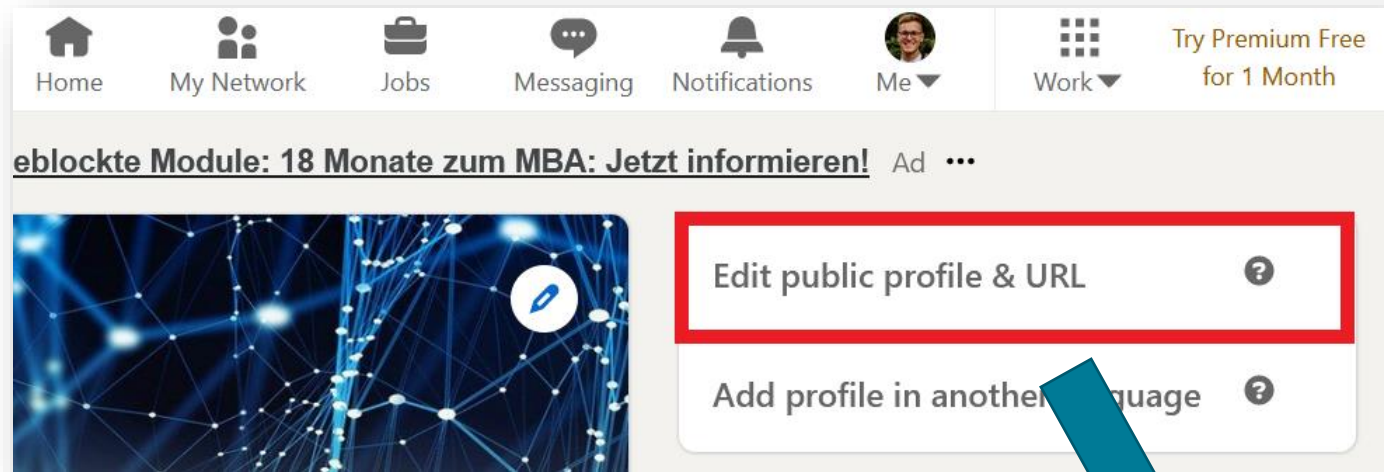


Marital status (optional)



LinkedIn & Co

LinkedIn-URL



Edit your custom URL

Personalize the URL for your profile.

www.linkedin.com/in/paige-lorden-doepk

Note: Your custom URL must contain 3-100 letters or numbers. Please do not use spaces, symbols, or special characters.

Cancel

Save



Poll

Do you have a short profile on your CV?

Short Profile/Summary



Do's:

- Length → 3-4 sentences
- Highlight relevant aspects (experience, skills, motivation)



Don'ts:

- Generic statements
- Copy sections from the cover letter

Summary

Graduate looking for Entry Level Electrical Engineer position. Familiar with latest innovations in renewable energy and engineering projects involving the development of switch-mode electronic drives and converters for use in wind-energy conversions. Well-versed in circuit theory, sustainable electric energy, and digital electronics and design. With proficiency in industry standards, ready to build company reputation with innovative applications and designs.

“My aim is to be like an Excel sheet: structuring and organizing. In a constructive environment, I grow. In a motivated team, I thrive. And if my work has an impact, I feel accomplished. Let us look for some empty cells and fill them with new ideas together.”

Education & Work Experience

Isabella Bernasconi

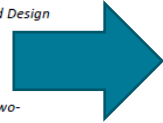
Zürcherstrasse 37
8610 Uster
Phone: +41 79 012 34 56
E-Mail: i.bernasconi@bluewin.ch



02.05.1996
Swiss/Italian

Education

- 10.2019 – 09.2021 **ETH Zurich, Master studies in Mechanical Engineering**
Major: Power-engineering, fluid mechanics
Minor: Data analysis, modeling
Master thesis: «Aero-Thermo-Mechanical System Integration and Design of an Axial Compressor in a High Altitude Airship»
- 10.2016 – 09.2019 **ETH Zurich, BSc in Mechanical Engineering**
Major: Robotics and intelligent systems
Bachelor thesis: «Numerical Simulation of Unsteady Separated Two-Dimensional Flow around a Circular Cylinder»
- 09.2016 **Alte Kantonsschule Aarau, High school diploma (Matura)**
Major: Mathematics and physics



Practical experience

- 10.2019 – 09.2020 **ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant**
 - Design and planning of system integration project for new components for the free-space laboratory
 - Installation work on the free-space laboratory
 - FRAP probes calibration
- 06.2019 – 10.2019 **Limmat Scientific AG, Zurich: Intern**
 - Developed the measurement system for the whole probe free-jet calibration device and upgraded the data acquisition hardware
 - Programmed LABView 8.0 and tested calibration
 - Did measurements and aerodynamic calibration of perforated probes
 - Created a technical instruction manual
- 10.2017 – ongoing **Media Markt Schweiz AG, Spreitenbach: Multimedia Sales Person**
 - Customer service and sales
- 07.2014 – ongoing **Good News Productions AG, Glattbrugg: Stagehand und Security**
 - Construction, dismantling and surveillance of concert infrastructures



Education

- 10.2019 – 09.2021 **ETH Zurich, Master studies in Mechanical Engineering**
Major: Power-engineering, fluid mechanics

Practical experience

- 10.2019 – 09.2020 **ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant**
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 - Customer service and sales
- 07.2014 – ongoing **Good News Productions AG, Glattbrugg: Stagehand und Security**
 - Construction, dismantling and surveillance of concert infrastructures

Education



All school and university degrees, incl. Matura or a comparable degree (incl. Dr.Sc.)



Period in months and years



For each degree, name the school/university, its location and the degree achieved/planned



If relevant for the desired position: Areas of specialization, main subjects and titles of theses



(Final) Grades

- Can be mentioned
- Consistently state this for all degrees
- Put grades from abroad in relation to the possible maximum grade (e.g. «final grade: 3.8 out of 4.0» or «3.8 / 4.0»).

Education

10.2019 – 09.2021	ETH Zurich, Master studies in Mechanical Engineering Major: Power-engineering, fluid mechanics Minor: Data analysis, modeling Master thesis: « <i>Aero-Thermo-Mechanical System Integration and Design of an Axial Compressor in a High Altitude Airship</i> »
10.2016 – 09.2019	ETH Zurich, BSc in Mechanical Engineering Major: Robotics and intelligent systems Bachelor thesis: « <i>Numerical Simulation of Unsteady Separated Two-Dimensional Flow around a Circular Cylinder</i> »
09.2016	Alte Kantonsschule Aarau, High school diploma (Matura) Major: Mathematics and physics

Work Experience / Practical Experience



Internships, teaching assistant, student jobs as well as voluntary work or engagement in student associations (if relevant)



Period in months and years



For each position: employer, place of work, function/role



Describe your area of responsibility and tasks in at least two bullet points:

- Relevant for the position
- Mention special achievements and successes



Also mention PhD thesis here ("Research assistant")

Practical experience

10.2019 – 09.2020	ETH Zürich, Laboratory for Energy Conversion (LEC): Teaching Assistant <ul style="list-style-type: none">- Design and planning of system integration project for new components for the free-space laboratory- Installation work on the free-space laboratory- FRAP probes calibration
06.2019 – 10.2019	Limmat Scientific AG, Zurich: Intern <ul style="list-style-type: none">- Developed the measurement system for the whole probe free-jet calibration device and upgraded the data acquisition hardware- Programmed LABView 8.0 and tested calibration- Did measurements and aerodynamic calibration of perforated probes- Created a technical instruction manual
10.2017 – ongoing	Media Markt Schweiz AG, Spreitenbach: Multimedia Sales Person <ul style="list-style-type: none">- Customer service and sales
07.2014 – ongoing	Good News Productions AG, Glattbrugg: Stagehand und Security <ul style="list-style-type: none">- Construction, dismantling and surveillance of concert infrastructures

Military / Civil Service



Military Service:

- Duration of service
- Military rank



Civil Service:

- Duration of service
- Function & institution
- Description of activity (if relevant)

06/2011 – 08/2011	GreatMachines Ltd., Stans: Basic Intern <ul style="list-style-type: none">- Completed design projects using Unigraphics Software- Served as apprentice in the area of milling, turning, drilling, welding
<hr/> MILITARY SERVICE <hr/>	
08/2010 – 04/2011	Basic training, Payerne, Switzerland
<hr/> LANGUAGES <hr/>	
German	Mother Tongue
English	Proficient
French	Proficient
Italian	Advanced knowledge
<hr/> TECHNIQUES <hr/>	
	Matlab/ Simulink, dSpace, Control Desk LabVIEW, I-DEAS, Unigraphics, ANSYS
<hr/> COMPUTER SKILLS <hr/>	
	Pascal, C, LaTeX, MS-Office

Languages

Languages

German	Native
Italian	Native
French	Good
English	Excellent; language studies at LSI Boston/USA 2017
Spanish	Basic



Computer skills

Operating systems	Windows, LINUX, OSX
Engineering tools	Matlab, ANSYS CFX/ICEM CFD/Workbench, Axcad, Unigraphics NX4, Labview 8.0, C++
User software	MS Office
Internet / design	HTML, Flash, Photoshop



Listing order - 2 possibilities



Classification of languages:

- Native, fluent, very good, ...
- GER: A1, A2, B1, B2, C1, C2



Language courses & language certificates

Computer Skills



Optional: Cluster by main categories (e.g. programming languages, operating systems, etc.)



Optional: Classification of knowledge



Languages

German	Native
Italian	Native
French	Good
English	Excellent; language studies at LSI Boston/USA 2017
Spanish	Basic

Computer skills

Operating systems	Windows, LINUX, OSX
Engineering tools	Matlab, ANSYS CFX/ICEM CFD/Workbench, Axcad, Unigraphics NX4, Labview 8.0, C++
User software	MS Office
Internet / design	HTML, Flash, Photoshop

Extracurricular Activities

Extracurricular activities

Since 09.2019

Member of the AMIV Association (Akademische Maschinen- und Elektro-Ingenieur Verein) at ETH Zurich

- Helped organize the annual AMIV job fair

Since 09.2017

Coaching the Greifensee junior football team

Doctorate in CV

Dr. sc. ETH Zürich



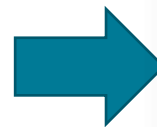
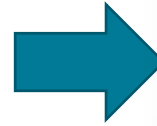
Typically mentioned twice

- Education
"Doctorate, chair or institute, university and location with title of doctoral thesis"
Practical
- Experience
"Research assistant, chair or institute, university, location"




Publications/Conferences

- If relevant, list 2-3 publications
- List the other publications on a 3rd page (especially for research functions)



DANIEL KAUFMANN



02.05.1996
Swiss citizen
Augbrigstrasse 47, CH - 8810 Horgen
+41 79 012 34 56
d.kaufmann@muster.com

EDUCATION

08/2016 – 09/2020 Dr. sc. Laboratory of Computational Science and Engineering, ETH Zurich
Thesis title: "Investigations of Numerical Aberrations: Origins and Implications"

09/2014 – 07/2016 MSc in Computational Science and Engineering, EPF Lausanne

SELECTED PUBLICATIONS

- Lorem I., Lorem B., Lorem F., (2016): „Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.“, 17, 1-2, 163–198
- Lorem I., Lorem B., Lorem F., (2016): „Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.“, 17, 1-2, 163–198
- Lorem I., Lorem B., Lorem F., (2015): „Dolor sit amet, egestas fusce amet ornare feugiat vehicula ante, nulla ante pede et morbi. Et sed nam.“, 17, 1-2, 163–198

HOBBIES

Mountaineering, Sailing, Scuba Diving, Reading

REFERENCES

Available upon request

- teaching assistant for robust control and control experiments
- Supervised students writing semester theses
- Publishes research results, did presentations to management, attended conferences

(Lab) Methods / Techniques

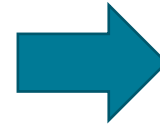


Common for R&D positions in the chemical or pharmaceutical industry



Specific knowledge:

- Lab methods
- Knowledge of field-specific software



LANGUAGES	
German	Mother Tongue
English	Proficient
French	Proficient
Italian	Advanced knowledge

TECHNIQUES	
	Matlab/ Simulink, dSpace, Control Desk LabVIEW, I-DEAS, Unigraphics, ANSYS

COMPUTER SKILLS	
	Pascal, C, LaTeX, MS-Office

EXTRACURRICULAR ACTIVITIES	
03/2015 – 12/2015	VIS (Verein der Informatik Studierenden), ETH Zurich: External Relations Manager <ul style="list-style-type: none">- Strategy for international networking- Customer acquisition as well as support of existing partners- Organization and implementation of excursions
07/2014	Workshop "Go Digital!", McKinsey & Company, Zurich, Switzerland <ul style="list-style-type: none">- Set up an online shop- Worked in a team and presented the project

Awards & Scholarships

Scholarship and honours

Since 09.2019

Excellence Scholarship & Opportunity Programme (ESOP)

- Received full scholarship, participated in mentoring program
- Invited to join the ETH Foundation's network

2016

Award for best high school project, Alte Kantonsschule Aarau

Interests & Hobbies

Interests / hobbies

Greifensee Football Club Active player and volunteer in the organization committee

Other Singing, Poker

No “strategic” hobbies



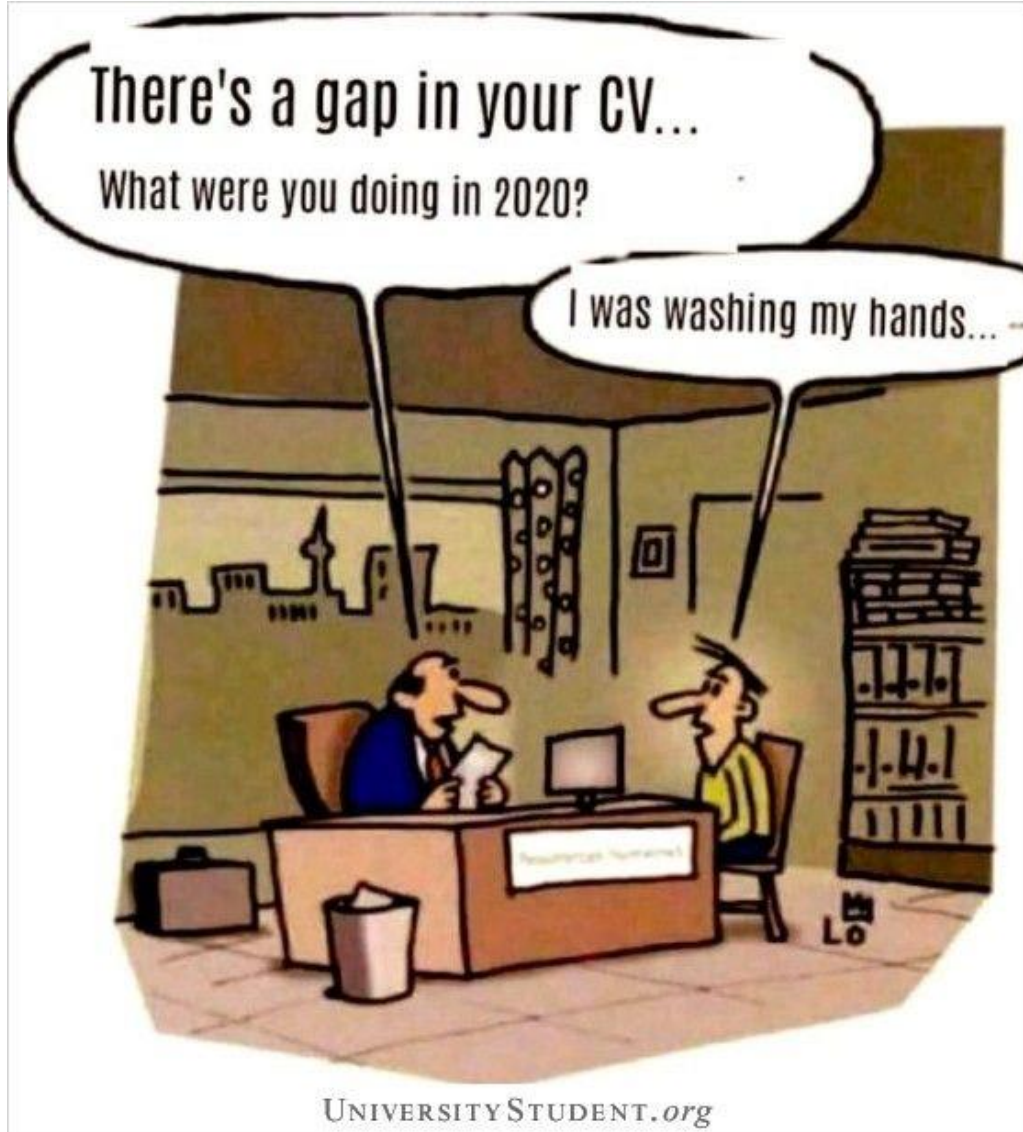
References



References

Available upon request

CV Gaps



Don't worry about gaps. Be transparent!



Only an interruption of 2+ months is considered a "gap".



Longer gaps can be explained by starting a new career, reorientation, caring for relatives, etc.



Stay active during the "gap".