



# RESUME GUIDE

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# INTRODUCTION

## WHAT IS A RESUME?

A resume is a summary of your education, professional experience, and technical skills that are directly related or relevant to a specific position for which you are applying.

## WHAT A RESUME IS NOT

A resume is not meant to be an accounting of your entire professional and academic history. Written with a specific employer in mind, it should only include the education, professional experience, and technical skills that relate directly to an employer's hiring needs.

## THE POWER OF A RESUME

In combination with strategic networking and a well-crafted cover letter, a resume is a marketing tool designed to persuade an employer that you possess the skills and qualifications to warrant further consideration—via an interview—for a given position. While a strong resume will help you to leave a positive, lasting impression on an employer, a poorly constructed resume will undoubtedly be used to screen you out of the selection process. This guide will walk you through the best practices to ensure you have an impeccable resume for your next application.

## DIFFERENT RESUME FORMATS

The format and content discussed in this guide are applicable to most positions; however, it is important to note two major exceptions: non-US based employers and the Federal Government.

- For non-US based employers, you should consult with the Office of Career Services for additional resources on how to craft your resume.
- For Federal Government jobs, in addition to OCS staff, you can consult [USA Jobs's resume builder](#) and its helpful online webinars on federal resumes. Additional guidance can be received from other resources like [TopResume](#), [CareerProPlus](#), and [ZipJob](#).

# IDENTIFYING THE EMPLOYER'S HIRING NEEDS

Every employer has a unique set of hiring needs that determines what they are looking for in an employee and by extension in a resume. Because most employers will only give each resume a 10 to 15 second scan, your resume must immediately highlight the aspects of your education, experience, skills, and qualifications that are most relevant to each employer's hiring needs.

Create a customized and targeted version of your resume in response to every position. In each resume, highlight only the information that is most relevant to each employer's hiring needs. Identify the employer's hiring needs by researching these elements:

## 1. THE EMPLOYER'S FIELD OF PRACTICE—the issue areas, target populations, and/or sectors in which the organization operates (e.g. healthcare, people experiencing homelessness, local government, or economic development).

Information about the employer's field of practice can be found on the organization's website and in published research, media coverage, and marketing materials.

Demonstrate to the employer that you have relevant experience by highlighting:

- Jobs, internships, and volunteer experiences that occurred in organizations within the same or similar fields of practice;
- Academic degrees, coursework, Capstone, and specializations that focus on the same or similar fields of practice;
- Related industry experience, including volunteer work, student groups involvement, professional associations, publications, or clients you've worked with;
- Significant research and publications in the field of practice;
- Membership in relevant professional associations and groups.

## 2. THE EMPLOYER'S POSITION REQUIREMENTS—the responsibilities, tasks, key words, and core competencies associated with the position to which you are applying (e.g. Program Manager, Policy Analyst, Hospital Administrator, Planner, or Consultant).

Information about the employer's position requirements can be found in the job description and in job descriptions for similar positions in peer organizations.

Demonstrate to the employer that you have relevant experience by highlighting:

- Relevant jobs and internships with similar position requirements;
- Coursework/Capstone in which you performed relevant duties;
- Previous job titles that are associated with similar position requirements;
- Relevant computer skills, language skills, and technical training.

# RESUME COMPOSITION

Once you have identified an employer's hiring needs, begin crafting a version of your resume that draws direct parallels between these needs and your education, experience, and qualifications.

## CONTENT

You will know that your resume content is relevant if it addresses the three criteria that all employers use to make hiring decisions:

1. **CAN YOU DO THE JOB?**—Employers want to know if you possess the requisite experience, education, and skills to successfully perform the functions of the job.

A resume that successfully answers this question demonstrates the knowledge and skills that you've gained through relevant work experience (including jobs, internships, Capstone, and volunteer work), education, and research. It also highlights the ways in which these elements are related to the employer's position requirements.

2. **WILL YOU DO THE JOB?**—Employers want to know if you are committed to the issues and populations that drive the organization's work.

A resume that successfully answers this question emphasizes the degree to which your relevant work experience (including jobs, internships, Capstone, and volunteer work), education, and research are related to the employer's mission and field of practice.

3. **IS THERE ORGANIZATIONAL FIT?**—Employers want to know if your personal and professional values complement the company you want to work for, and vice versa.

A resume that successfully answers this question incorporates language from the job description and other industry specific jargon, which demonstrates your understanding of the issues, policies, stakeholders, and mission that impact the organization's work. This helps to convey shared values, which you can further emphasize in the cover letter and interview.

## EXCLUDING INFORMATION THAT IS NOT RELEVANT (CREATING TIME GAPS)

It is okay to de-emphasize or even omit experiences that are not relevant to an employer's hiring needs.

If you are wondering whether or not an experience is relevant, consider how it relates to the position for which you are applying. If you worked with similar issues and populations but used different skills, emphasize the context of your work and de-emphasize the skills that were involved. Conversely, if you worked on completely different issues, policies, and populations, emphasize the transferable skills that you used and gained.

If your past experience is not at all related to the position for which you are applying, it may be beneficial to eliminate it altogether. Keep in mind that employers will typically disregard small "time gaps" on your resume if the other entries demonstrate that you have a substantial amount of relevant experience.

On the other hand, longer time gaps in experience are best explained in a cover letter. As time gaps are unique to each person, you may want to consult the Office of Career Services for additional insight.

## **DEMONSTRATING YOUR ACCOMPLISHMENTS**

Employers want to know that you have the ability to make an impact on their organization. This is best demonstrated through past accomplishments that satisfy one or more of the following criteria:

- You created or helped create new programs;
- You achieved equal results with fewer resources;
- You improved the efficiency of operations;
- You achieved something positive for the first time.

## **QUANTIFYING YOUR WORK**

Employers like results that can be demonstrated in numerical terms, including dollar amounts, percentages, and figures that show the scope of your work and accomplishments. See the following examples of quantified accomplishments:

- Launched a program for 4,000 Latinx patients to facilitate access to medical treatment and reduce cultural barriers to service delivery;
- Initiated a fee for service training program that increased revenue by 38% and helped address organizational cash flow deficiencies;
- Increased revenue by 15% by reviewing third party payments for irregularities.

## CONTENT

Your resume should read like a fact sheet, with all of the information that employers want to see strategically listed in the categories outlined below.

### NAME & CONTACT INFORMATION

At the top of your resume, list your name, city/location, phone number, and email address. To reflect relocation, you could also list multiple city locations or omit location. Include any letters that should come after your name to designate relevant degrees or licensure. Avoid the use of email addresses that could be construed as too personal or unprofessional (e.g., no1yankeesfan@gmail.com) and do not use the email account for your current job. When in doubt, use your NYU email address or a professional email address (e.g., Jane.Doe@gmail.com). Also, be sure that the outgoing recording on your voice messaging system is professional. See the examples below for how to include your contact info:

**IMA GO-GETTER**  
295 Lafayette Street  
New York, NY 10012  
212-998-1212  
address@nyu.edu

**IMA GO-GETTER**  
New York, NY ~ 212-998-1212 ~ address@nyu.edu

### EDUCATION

After your contact information, list your education if education is more relevant to the position for which you are applying than your professional experience. Include the full names of the graduate and undergraduate institutions that you have attended in reverse chronological order (i.e., NYU Wagner listed first). Under each school, list any relevant degree programs, specializations, coursework (3-5 courses), research, and academic projects, as well as your graduation date. See the example below:

**NEW YORK UNIVERSITY** | Robert F. Wagner Graduate School of Public Service, New York, NY  
Master of Public Administration, Expected May 2023  
Specialization: Management

- *Relevant Coursework:* Strategic Management, Managing Human Resources, Marketing for Nonprofit Organizations, Fundraising, Nonprofit Law
- Member, Wagner Management and Leadership Organization

## RELEVANT EXPERIENCE

List your experience immediately after your contact information if it is a greater asset than your education, or if you have three or more years of recent professional experience that directly relate to the position for which you are applying. Otherwise, list your experience after your education or relevant research. In this section, list relevant jobs, internships, volunteer positions, and Capstone. For each entry, include the name of the organization, the location (city and state postal abbreviation), your title and department, and your dates of employment. Consider the following example:

<b>PRESBYTERIAN MEDICAL CENTER</b> , New York, NY <b>Director of Billing, Department of Surgery</b>	July 2020 - Present
<ul style="list-style-type: none"><li>• Manage department's billing system and specialty billing office through which revenues in excess of \$30 million flowed annually;</li><li>• Provide operational assistance to 35 faculty practices in revenue enhancement and cost reduction opportunities;</li><li>• Train and develop front-line and senior staff on compliance policies and procedures; related to Medicare/Medicaid enrollment, managed care plans, and GAAP standards</li><li>• Convert department from multiple billing systems to standardized/centralized system.</li></ul>	

Arrange your experience entries in reverse chronological order. The experiences that are most relevant to the position to which you are applying should have the most bullets (no more than 5 to 7). This way, the most relevant experiences will appear larger on the page and attract the employer's attention. Arrange the bullets describing each experience in order of importance, with the most relevant and substantial information listed first.

## HOW TO INCLUDE YOUR CAPSTONE

Document this experience as part of an NYU Wagner team-based project. For most Capstones, your title will be "Project Associate," or "Project Consultant," and your first bullet should follow the format listed in the example below:

<b>CITIZENS HOUSING AND PLANNING COUNCIL</b> , New York, NY <b>Project Associate, NYU Advanced Project in Urban Planning</b>	September 2021 - Present
<ul style="list-style-type: none"><li>• Serve on 4-person team consisting of NYU Wagner graduate candidates to identify recommendations for commercial development of Woodside, Queens in response to citywide and regional needs;</li><li>• Analyze current urban design elements, land use, and housing conditions;</li><li>• Conduct demographic analysis, including review of population and employment trends in order to determine present and future needs of area and forecast economic growth.</li></ul>	

## TECHNICAL SKILLS & LANGUAGES

Pay close attention to the required skills listed in the job description. List your technical skills in order of their complexity and relevance to the position for which you are applying. For example, if you are applying for a research assistant position, it is best to list your data skills before Microsoft Office Suite. When relevant to the job, you can also include your language skills. Do not oversell your level of proficiency in a language (fluent means you could interview in the language). Though not required, it may be helpful to qualify your language skills.

**Skills:** SPSS, STATA, R, Microsoft Office Suite

**Languages:** English (Fluent), French (Fluent), Spanish (Proficient)

## RELEVANT RESEARCH & PUBLICATIONS

Include research and publications in your resume if: the employer references it in the job description; your research experience relates directly to the employer's field of practice; and/or it highlights technical skills and expertise that matches the employer's stated position requirements.

- **If you have conducted or contributed to relevant research as a function of a job or internship**, describe your research activities and accomplishments along with the other details of the job or internship in the "Relevant Experience" section of your resume.
- **If you have conducted or contributed to relevant research as a function of your coursework**, list the titles of the most relevant projects in the education section of your resume. As depicted in the example on page 5, each study/project title should be documented under the academic institution where you conducted the research.
- **If you have conducted or contributed to one or more high level post-graduate studies (preferably published research)**, create a "Relevant Research" section in your resume. In this section, list each study in alphabetical order by the author's last name, using APA or MLA style format to document all of the relevant information about the study. See the example below (APA format):

### RELEVANT RESEARCH

Author, A. A., Author, B. B., & Author, C.C. (Year). Title of Article. Title of Periodical, volume number (issue number), pages.

Harlow, H. F. (2003). Evaluating Capacity Building Strategies and Techniques. Journal of Management Science, 55, 893-896.

» **NOTE:** *Be sure that the research you include in this section is highly relevant and indicative of advanced research skills.*

## **ADDITIONAL ELEMENTS TO INCLUDE**

Use the following categories to list any remaining, relevant information that does not fit easily into the aforementioned sections:

- Professional Association Memberships;
- Relevant Certification or Licensure (list letters designating your credentials after your name at the top of the page);
- Recent Security Clearances (typical for government jobs);
- Civil Service Exams;
- Non-Degree Trainings (only if the training is an industry standard such as HIPPA training in the medical field);
- Additional experience (things you want to include that aren't directly related, but cover time periods).

## **WHAT DOES NOT BELONG IN A RESUME**

- An Objective Statement—Put this information in your cover letter;
- GPA—At the graduate level, your GPA is only relevant when an employer asks for evidence of your academic record;
- References Available Upon Request—This much is assumed;
- Unrelated Undergraduate and Extracurricular Activities;
- Personal Information, such as interests, marital status, or birthdate;
- Your headshot or any photos of you.

## LANGUAGE

The words and phrases used in standard resume writing can differ from other written materials. Be sure to:

- Use concise bulleted points to describe each of your professional experiences;
- Begin each statement with an action verb;
- Avoid passive language, such as: worked as, responsible for, assisted with;
- Avoid pronouns (I, my, she, they, their, our) or articles (the, a);
- Emphasize that you understand the employer's priorities by incorporating language from the job description into your bullet points;
- Only use acronyms or jargon that are industry norms;
- Use the present tense for all things related to your current position(s) and the past tense for things done in previous positions.

### PUT THE RIGHT WORD IN THE RIGHT PLACE:

Action verbs that describe your skills in **managing** employees include:

Administered	Determined	Ordered
Approved	Directed	Prescribed
Authorized	Guided	Regulated
Conducted	Headed	Specified
Controlled	Instructed	Supervised
Decided	Led	Trained
Delegated	Managed	

Action verbs that describe your **research and/or analysis** skills include:

Analyzed	Evaluated	Researched
Assessed	Familiarized	Reviewed
Calculated	Investigated	Searched
Computed	Observed	Studied
Correlated	Proved	
Discovered		

Action verbs that convey your **leadership** skills include:

Accepted	Described	Made
Achieved	Developed	Operated
Adopted	Doubled	Overcame
Arranged	Established	Performed
Assembled	Evaluated	Prepared
Assumed	Experienced	Presented
Attended	Gathered	Produced
Checked	Halted	Received
Classified	Handled	Reduced
Collected	Initiated	Reviewed
Compiled	Integrated	
Constructed	Maintained	

Action verbs that describe your ability to provide effective **service** include:

Carried out	Explained	Provided
Committed	Facilitated	Purchased
Delivered	Furnished	Sent
Demonstrated	Generated	Serviced
Earned	Inspected	Submitted
Exchanged	Installed	Transmitted
Expanded	Issued	Wrote
Expedited	Procured	

Action verbs that describe your **communication** skills include:

Authored	Counseled	Inspired
Briefed	Critiqued	Promoted
Consulted	Documented	Publicized
Composed	Edited	Represented
Conveyed	Illustrated	Reviewed
Convinced	Informed	Suggested

Action verbs that describe your **teamwork** skills include:

Advised	Cooperated	Mobilized
Aided	Coordinated	Motivated
Apprised	Cultivated	Participated
Clarified	Facilitated	Recommended
Coached	Helped	Resolved
Conferred	Inspired	Unified
Contributed	Mentored	

## FORMAT

A single error in a resume may cause the employer to assume that you are careless in your work. Proofread your resume. Proofread it again. Have at least two other people proofread your resume. Then, proofread your resume at least one more time.

## PAGE LENGTH

Generally, your entire resume should fit on one page unless you have more than seven to ten years of relevant experience. Here, 'relevant experience' refers to jobs, internships, volunteer opportunities, and research that relate directly to the employer's field of practice and the position requirements.

- » **NOTE:** *US federal resumes, academic CVs, and resumes for non-US employers are the exception to the one page rule. Refer to the resources on page 1 of this guide and schedule an advising appointment with a Career Services advisor to discuss these formats in detail.*

## BULLETS

Employers prefer to read resumes that use bullets to describe relevant experience, and they often discard resumes loaded with narrative text. Bullets:

- Help the reader find specific information quickly;
- Help you highlight responsibilities, skill sets, and accomplishments that warrant additional focus;
- Allow you to quickly arrange and rearrange your resume entries to show relevance to a specific employer or sector.

## FONT & MARGINS

Use consistent and clear fonts. Resist the urge to be fancy. “Times New Roman” or “Arial” are safe bets.

- Avoid the overuse of italics and bolded text—they can be difficult to read;
- Use a font size of 10-12 (**do not** use a size smaller than 10);
- Maintain a sufficient amount of white space on the page so that your resume is easy to read;
- Remember, what matters most is the quality—not the quantity—of what you write in a resume;
- Use consistent margins; they should never be smaller than 0.5 inches.

When emailing your resume it is best to send it in PDF format so that the formatting does not change when the employer opens it. However, always follow the employer’s instructions if they are requesting a specific format.

# **SAMPLE RESUMES**

# Ima Go-Getter

New York, NY \* 212.992.0000 \* ima.gogetter@gmail.com \* linkedin.com/in/imagogetter

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## EDUCATION

### New York University

New York, NY

Robert F. Wagner Graduate School of Public Service

Master of Public Administration, Specialization in Public Policy Analysis, Expected May 2023

Wagner Policy Alliance, First Year Representative

### University of Michigan

Ann Arbor, MI

Bachelor of Arts in Political Science and Public Policy, May 2021, *summa cum laude*

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## PROFESSIONAL EXPERIENCE

### University of Michigan, Ginsberg Center for Community Service and Learning

Ann Arbor, MI

Program Assistant

August 2020 – May 2021

- Developed new volunteer satisfaction surveys to track student engagement and inform campus programming.
- Served on the planning committee for virtual Day of Service; engaged 150 students serving 5 community non-profits.
- Created new service-focused social media content for the Ginsberg Center; increased online interactions by 50%.

### University of Michigan, Gerald R. Ford School of Public Policy

Ann Arbor, MI

Undergraduate Research Assistant, Education Policy Initiative

September 2019 – May 2020

- Collaborated with faculty and graduate student researchers on a state-wide analysis of the effect of charter schools on student performance and postsecondary schooling decisions.
- Researched education policy relating to charter schools, including analyzing data sets, reading and summarizing existing research, reviewing state and federal legislation.

### U.S. Department of Education, Office of Communication and Outreach

Washington, DC

Communications Intern

January 2019 – May 2019

- Wrote and edited newsletters and press releases for external constituents in support of new federal education initiatives.
- Researched and compiled information to prepare briefing books focused on DOE grant funding.
- Supported senior staff with daily operations, including coordination with regional and national media outlets.

### Michigan House of Representatives, Office of Representative A. Smith

Lansing, MI

Legislative Intern

September 2018 – December 2018

- Tracked advancement of bills through the legislative process, including monitoring of committee hearings, securing committee testimony, and reviewing records.
- Drafted memos, press releases, talking points, and constituent communications for Representative Smith.

### United Way of Washtenaw County

Ann Arbor, MI

Community Impact Intern

May 2018 – August 2018

- Coordinated and edited materials for staff meetings, volunteer trainings, and special events.
  - Maintained a volunteer search database and managed volunteer assignments for over 100 volunteers of all ages.
  - Initiated and cultivated high quality relationships with community partners and local non-profits.
- 

## SKILLS

**Technical:** SPSS, Excel, PowerPoint, Word, Adobe Photoshop

**Languages:** Fluent in both English and Spanish

# I. M. Pact

New York, NY ▪ 212-998-0000 ▪ i.m.pact@nyu.edu ▪ linkedin.com/in/impact

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## Education

**New York University**, Robert F. Wagner Graduate School of Public Service  
**Master of Urban Planning**, Specialization in City and Community Planning

New York, NY

Expected May 2022

- Vice Chair, Urban Planning Student Association, May 2021 - Present

**San Francisco State University**, School of Public Affairs & Civic Engagement  
**Bachelor of Arts**, Urban Studies and Planning

San Francisco, CA

May 2018

## Relevant Experience

### **Enterprise Community Partners**

New York, NY

Capstone Consultant

September 2021 - Present

- Serve on team of NYU Wagner graduate students to create a toolkit for Enterprise Community Partners, a leading provider of development capital and capacity building for affordable housing communities
- Research information on the Low-Income Housing Tax Credit to create guide
- Propose policy recommendations to preserve affordable housing
- Interview various city officials to understand implications of policy recommendations

### **NYC Housing Preservation and Development**

New York, NY *and* Remote

Intern

January 2021 - August 2021

- Served as junior project manager on predevelopment, construction, and conversion projects
- Performed financial analysis and underwriting for a variety of projects
- Managed, monitored and tracked project progress by working with internal divisions
- Liaised with external partners, including for-profit and nonprofit developers, banks, tax credit syndicators and investors, general contractors, and other government agencies
- Prepared, maintained, and circulated written correspondence, documents, reports, and files
- Selected as one of only 25 NYU Wagner students to receive Ellen Schall Experience Fund stipend in support of internship for summer 2021

### **The Prosperity Institute**

Oakland, CA

Research Assistant

July 2018 - August 2020

- Researched design and planning at national public policy and advocacy institute
- Supported the design of research methodology for community reinvestment and housing
- Participated in leadership training with community members
- Supervised two undergraduate researchers

## Community Service and Leadership

Bowery Rescue Committee, New York, NY, *Volunteer*

2020 - Present

Habitat for Humanity, San Francisco, CA, *Volunteer*

2016 - 2020

## Skills

ArcGIS, Adobe Creative Suite, Microsoft Office Suite

# BE A. LEADER

New York, NY • 212-998-0000 • name@nyu.edu • linkedin.com/in/bealeader

## **RELEVANT EXPERIENCE**

**International Women's Health Coalition**, New York, NY May 2016 - Present

*Director of Grants Management (January 2021 - Present)*

*Senior Program Officer (June 2019 - December 2020)*

*Program Officer, International Policy (May 2016 - June 2019)*

- Provide strategic insight to implement initiatives to advance comprehensive sexual and reproductive rights
- Direct multi-million dollar international grantmaking portfolio with a focus on women's rights
- Oversee monitoring and evaluation efforts across organization
- Supervise team of 8 full-time program officers, providing ongoing professional support and feedback
- Coordinate with international governments, UN agencies, and other key stakeholders to share data on women's health
- Represent organization as a thought leader through research, conference presentations, and publications

**Social Accountability International / Rapid Results Institute**, Remote

*Consultant*

January 2016 - May 2016

- Conducted impact assessment of pilot program utilizing change management framework
- Developed program logic model to map relationships between resources, activities, outputs and outcomes of the program's design
- Proposed monitoring and evaluation plan to support expansion of program into additional countries

**International Rescue Committee**, New York, NY

*Program Associate - Refugee Services and Support*

September 2014 - January 2016

- Facilitated bi-weekly orientations and training workshops for refugees regarding health, navigating local transportation, city resources, and job readiness
- Coordinated with translators across tri-state region for orientation and outreach sessions
- Organized and updated database with incoming refugee information

**US Peace Corps**

*Community Health Volunteer*, Guyana

September 2012 - May 2014

- Administered community assessments over three month period to assess health education needs
- Coordinated rotating groups of 25 monthly volunteers to improve area hospital facilities
- Led training for 30+ rural health workers on various best practices in health topics

## **PROFESSIONAL AFFILIATIONS**

Women's Foreign Policy Group (WFPG), 2016 - Present

International Development Evaluation Association (IDEAS), 2015 - 2019

## **EDUCATION**

**New York University**, New York, NY

Robert F. Wagner Graduate School of Public Service, Executive Master of Public Administration, May 2021

**New York University | School of Professional Studies**, New York NY

Certificate In Monitoring & Evaluation: Project Management For The UN, Government, and NGOs, Dec 2018

**Howard University**, Washington, DC

Bachelor of Arts in International Affairs, Minor in Community Health, May 2012

# Jo B. Seeker

773.123.0000 | job.seeker@gmail.com | Chicago, Illinois

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## EDUCATION

**New York University** | Robert F. Wagner Graduate School of Public Service

**Master of Health Administration**, May 2022

- Relevant Coursework: Healthcare Marketing and Strategic Communications, Principles of Human Resources Management for Healthcare Organizations, Strategic Management for Healthcare Orgs
- Co-Chair, NYU Wagner Health Network

**University of Illinois Chicago**

Bachelor of Science in Human Resource Management, May 2018

## RELEVANT PROFESSIONAL EXPERIENCE

**Rush University Medical Center**

Chicago, IL

*Human Resources Associate*

December 2020 - Present

- Support management of benefit plans for employees, including staff enrollments, billing, annual open enrollment, vendor relations, and COBRA.
- Collaborate with senior hospital and HR leadership to develop new organizational assessments focused on employee engagement; increased employee retention by 40%.
- Revised Performance Management System policy and procedure manual, as well as related documents and employee communications.
- Serve as a member of the Rush Racial Justice Action Committee; participate in town halls, listening sessions, survey development and implementation, and monthly meetings.

**Northwestern Memorial Hospital**

Chicago, IL

*Talent Management Associate*

July 2019 - October 2020

- Collaborated with recruitment team and department hiring directors to forecast recruiting needs and develop supporting recruitment strategies.
- Developed HR processes in response to COVID-19, including new remote employee orientation and online professional development training sequence.
- Sourced, screened, interviewed, and evaluated candidates to determine competencies and qualifications for employment.

**Deloitte Consulting, LLP.**

Chicago, IL

*Campus Recruiter*

May 2018 - June 2019

*Summer Associate*

Summer 2017

- Developed and implemented strategic recruitment plans to identify and hire talent from top ranked masters and undergraduate programs in the tri-state region.
- Evaluated candidates, presented at recruiting events and teamed with recruiters to support internship program.

## ADDITIONAL EXPERIENCE

**University of Illinois Chicago** Student Health Center, *Administrative Assistant*

Spring 2018

**American Red Cross**, *Intern*, Chicago, IL

Fall 2017

## SKILLS

Salesforce, WorkDay, PeopleSoft, HTML, Excel, Word, & PowerPoint

# ADDITIONAL RESOURCES

As you write and revise your resume, you have access to a wide range of resources across NYU.

The NYU Wagner Office of Career Services (OCS) provides direct support to students and alumni of Wagner via:

- Career Advisement: Schedule a 30-minute appointment with a Career Services advisor via the Career Directory. Career advisors can review your resume with you and discuss ways to best highlight your unique skills and experiences.
- Wagner Career Directory: Wagner's online job database – Use it to search and apply for jobs, internships, and fellowships, and to RSVP for career events.
- How-To Guides: Comprehensive guides for all areas of career development, including cover letters, networking, interviewing, salary negotiation, and more!
- Professional Development Resources: A collection of job boards, professional associations, and other helpful industry resources to assist in your career exploration. Learning more about your chosen field will help you tailor your resume for specific opportunities.

Additionally, all NYU students and alumni can access these campus-wide resources:

- NYU Wasserman Center for Career Development: NYU's central campus career provides advising, professional resources, and events available to all NYU students and alumni.
- NYU Handshake: Handshake is the NYU Wasserman Center's online job and event database. Use it to search and apply for jobs, internships, and fellowships, and to RSVP for career events.
- NYU Wasserman Resume Guide: Includes Samples and Templates.