

# *Write Your Resume*

**MCPProTU**  
Mentoring & Career Programs for the Underrepresented

# BASICS

- One-page length if possible
- 1" margin space around perimeter
- One font throughout; Limited text modifiers
- Wording should match job description
- Bullets for easy reading
- No personal data other than header (no age, photo, legal or marital status)
- Can provide pronunciation cues



Your resume gets...

- 30 secs
- 60 secs
- 10 secs



### Technical Skills

- GPA
- Dean's List
- Academic projects



### Work Experience

- Experiential Learning Opportunities – ELOs: (Internships, Volunteering, Apprenticeship, Conference presenter/exhibition; Lab assistant, Culinary assistant)
- Regular jobs



### Leadership Skills

- Professional
- associations (ALPFA, NABA, SHRM)
- Honor societies: (Psi Chi; Kappa Delta Pi)
- Clubs: (writing, robotics, etc.)
- Tutor/Mentor/Ambassador

Resume.3Segments - Word

Sara Garcia

Share

FileHomeInsertDrawDesignLayoutReferencesMailingsReviewViewHelpTell me what you want to do

Paste

CutCopyFormat Painter

Clipboard

Calibri (Body)11

**B***I*U

Font

Paragraph

Paragraph

Normal

No Spac...

Heading 1

Heading 2

Title

Subtitle

Subtle Em...

Emphasis

Intense E...

Styles

Find

Replace

Select

Editing

1 word

English (United States)

100%

# SECTION 1

<b>MAXIMILLIAN GARZA</b> Bloomhurst, NY 11416 c 718.269.6313-maximil@emol.com <a href="https://www.linkedin.com/in/lorali-b-garcia-maad-ccsp-pc#40711015/">https://www.linkedin.com/in/lorali-b-garcia-maad-ccsp-pc#40711015/</a>	
<b>OBJECTIVE</b> To secure a Trainer position in the General Department at Marcy's, where my outgoing personality and teamwork skills can strengthen your goals.	
<b>EDUCATION</b> City University of New York, Long Bay College Jamaica, NY Bachelor of Science in Mathematics; Minor in Education, Expected, June 2023 Overall GPA 3.9; Major GPA 4.0; Dean's List, Fall 2020	
<b>RELATED COURSEWORK</b> Commutative Algebra; Cryptography; Financial Modelling; Knot Theory; Classroom Management Strategies; Differentiated Instruction	
<b>SKILLS</b> Microsoft Office Suite; Prezi; Maple; Mathematics; <del>NgLab</del> Solab and <del>NRAD</del> <del>NRAD</del> Bilingual: Spanish, French-Creole; Active Listening; Strong Emotional Quotient (EQ)	
<b>CERTIFICATIONS / ACHIEVEMENTS</b> New York State Teacher Certification Examinations (NYSTCE), 2019 LS Honors Society; Secretary, National Society of Leadership & Success Letter of Recognition, Jumpstart Coordinator	
<b>MEMBERSHIP</b> Inducted member, National Society of Leadership & Success (NLS), Eta Theta Chapter; Society of Black & Hispanic Mathematicians; Kappa Delta Pi International Honor Society in Education	
<b>RELEVANT EXPERIENCE</b>	
Undergraduate Tutor Community Math Lab	2019 – present Long Bay, NY
<ul style="list-style-type: none"><li>Conduct pre-and post-assessments; Devise mini lessons to strengthen learning gaps</li><li>Demonstrate patience and encouragement; Utilize various learning styles; Tutor all levels; Explain theories and formulas of fundamental as well as advanced mathematics; Utilize bilingual skills as needed</li></ul>	
Teaching Assistant for Dr. Roth Professor Knot Theory Course 460, Long Bay College	2018 – 2019 Long Bay, NY
<ul style="list-style-type: none"><li>Help students to access Blackboard material; Provide feedback on blog posts; Assist in grading mid-term and final assignments</li></ul>	
<b>WORK HISTORY</b>	
Sales Associate, Best Purchase, Elmhurst, NY	Winter 2019

# Page Formatting

MAXIMILLIAN GARZA  
Bloomhurst, NY 11416  
c 718.269.6313; [maximil@gmool.com](mailto:maximil@gmool.com)  
<https://www.linkedin.com/in/sarah-b-garcia-msed-ccsp-gcdf-00711019/>

## OBJECTIVE

To secure a Trainer position in the General Department at Marcy's, where my outgoing personality and teamwork skills can strengthen your goals.

## EDUCATION

City University of New York, Long Bay College Jamaica, NY  
Bachelor of Science in Mathematics; Minor in Education, Expected, June 2023  
Overall GPA 3.9; Major GPA 4.0; Dean's List, Fall 2020

## RELATED COURSEWORK

Commutative Algebra; Cryptography; Financial Modelling; Knot Theory; Classroom Management Strategies; Differentiated Instruction

## SKILLS

Microsoft Office Suite; Prezi; Maple, Mathematica, ~~Matlab~~, ~~Scilab~~ and ~~MuPAD~~  
Bilingual: Spanish, French-Creole; Active Listening; Strong Emotional Quotient (EQ)

## CERTIFICATIONS / ACHIEVEMENTS

New York State Teacher Certification Examinations (NYSTCE), 2019  
LB Honors Society; Secretary, National Society of Leadership & Success  
Letter of Recognition, Jumpstart Coordinator

## MEMBERSHIP

Inducted member, National Society of Leadership & Success (NSLS), Eta Theta Chapter; Society of Black & Hispanic Mathematicians; Kappa Delta Pi International Honor Society in Education

## RELEVANT EXPERIENCE

Undergraduate Tutor	2019 – present
Community Math Lab	Long Bay, NY
<ul style="list-style-type: none"><li>Conduct pre-and post-assessments; Devise mini lessons to strengthen learning gaps</li><li>Demonstrate patience and encouragement; Utilize various learning styles; Tutor all levels; Explain theories and formulas of fundamental as well as advanced mathematics; Utilize bilingual skills as needed</li></ul>	
Teaching Assistant for Dr. Roth Professor	2018 – 2019
Knot Theory Course 460, Long Bay College	Long Bay, NY
<ul style="list-style-type: none"><li>Help students to access Blackboard material; Provide feedback on blog posts; Assist in grading mid-term and final assignments</li></ul>	

## WORK HISTORY

Sales Associate, Best Purchase, Elmhurst, NY	Winter 2019
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# Page Formatting (cont'd)

**1” Margins**

**MAXIMILLIAN GARZA**  
**Bloomhurst, NY 11416**  
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<https://www.linkedin.com/in/sarah-b-garcia-msed-ccsp-gcdf-00711019/>

**Font size = 10**

**OBJECTIVE**  
To secure a Trainer position in the General Department at Marcy’s, where my outgoing personality and teamwork skills can strengthen your goals.

**Proper Spacing**

**EDUCATION**  
City University of New York, Long Bay College Jamaica, NY  
Bachelor of Science in Mathematics; Minor in Education, Expected, June 2023  
Overall GPA 3.9; Major GPA 4.0; Dean’s List, Fall 2020

**RELATED COURSEWORK**  
Commutative Algebra; Cryptography; Financial Modelling; Knot Theory; Classroom Management Strategies; Differentiated Instruction

**SKILLS**



# Header Field

MAXIMILLIAN GARZA  
Bloomhurst, NY 11416  
c 718 269 6313; maximil@gmail.com  
<https://www.linkedin.com/in/saran-b-garcia-mseu-ccsp-gcdf-00711019/>

## OBJECTIVE

To secure a Trainer position in the General Department at Marcy's, where my outgoing personality and teamwork skills can strengthen your goals.

## EDUCATION

City University of New York, Long Bay College Jamaica, NY  
Bachelor of Science in Mathematics; Minor in Education, Expected, June 2023  
Overall GPA 3.9; Major GPA 4.0; Dean's List, Fall 2020

## RELATED COURSEWORK

Commutative Algebra; Cryptography; Financial Modelling; Knot Theory; Classroom Management Strategies; Differentiated Instruction

## SKILLS

# Formatting Your Name: Pronunciation

Nancy Chlopowicz (Clop'-o-witz)  
140 Steinman Hale, New York, NY 10031

# Formatting Your Name: Shortening

Afshin (Afshinamibaka) Mohatra  
140 Grand Road, Bronx, NY 10031

## Formatting Your Name: Nicknames

→ Rob Jones

140 Ozone Lane

→ Bob Jones

140 Ozone Lane

→ Robert (Bobby) Jones

140 Ozone Lane

## Contact Info

Maxmillian Garza

Brookhurst, NY 11416

~~h: 718.555.1212~~ c: 718.269.6313 email: maxgarz@gmool.com

<https://www.linkedin.com/in/sarah-b-garcia-msed-ccsp-gcdf-00711019/>

# Good vs Bad Objectives

## **OBJECTIVE**

To secure a **Trainer position** in the **General Department** at **Macy's**, where my outgoing personality and teamwork skills can strengthen your goals.

## Good vs Bad Objectives (cont'd)

### **OBJECTIVE**

To grow professionally and develop my skills within a company.



**Bad: Focusing only on what you gain...**

## Good vs Bad Objectives (cont'd)

### **OBJECTIVE**

To secure the right position within the technology industry, where my attention to detail and innovative mind can strengthen your operations.

**Good: Focusing on what you bring to the organization**



# Education

## OBJECTIVE

To secure the right position within the technology industry, where my attention to detail and innovative mind can strengthen your operations.

## EDUCATION



City University of New York, Long Bay College

Jamaica, NY

Master of Arts in Mathematics; Minor in Education, June 2023

Overall GPA 3.9; Major GPA 4.0

Dean's List, Fall 2020

# Education (cont'd)

## EDUCATION

City University of New York, Long Bay College Jamaica, NY

Master of Arts in Mathematics; Minor in Education, June 2023

Overall GPA 3.9; Major GPA 4.0

Dean's List, Fall 2020

Massachusetts Institute of Technology

Boston, MA

Bachelor of Science in Engineering, Obtained June 2018

~~Medgar Evers Community College~~

~~New York, NY~~

~~Associates in Fashion Design, Completed February 2017~~

~~GPA: 4.0; Dean's List~~

# Relevant Coursework

## **EDUCATION**

City University of New York, Long Bay College                      Jamaica, NY  
Bachelor of Arts in Mathematics; Minor in Education, June 2023

## **RELEVANT COURSEWORK**

History of Math 101; Commutative Algebra; Cryptography; Financial Modeling;  
Knot Theory; Differentiated Instruction



**No less than 4 course titles**

# Skills Section

## OBJECTIVE

To secure the right position within the technology industry, where my attention to detail and innovative mind can strengthen your operations

## EDUCATION

City University of New York, Long Bay College                      Jamaica, NY  
Bachelor of Arts in Mathematics; Minor in Education, June 2023

## RELEVANT COURSEWORK

History of Math 101; Commutative Algebra; Cryptography; Financial Modeling;  
Knot Theory; Differentiated Instruction

## SKILLS

Technical: Microsoft Office Suite, Excel, PowerPoint, Maple, Mathematica, MATLAB, MuPAD  
Communication: Bilingual: Spanish, French, Creole; Active Listening

# Relevant Experience

## RELEVANT EXPERIENCE

Undergraduate Tutor  
Community Math Lab

~~March~~ 2019 - Present  
Long Bay, NY

- Conduct pre and post-assessments of students; Devise mini lessons to strengthen learning gaps.
- Demonstrate patience and encouragement; Teach to the learning style of student
- Explore theories and formulas of fundamental as well as advanced mathematics; Tutor all undergraduate levels; Utilize bilingual skills as needed.

Teaching Assistant for Dr Roth – Professor  
Knot Theory Course 460, Long Bay College

2018 - 2019  
Long Bay, NY

- Help students to access Blackboard material; Provide feedback on blog posts
- Assist in grading mid-term and final assignments

## WORK HISTORY

Sales Associate, Best Purchase, Elmhurst, NY

Winter 2019

# Leadership

## **~~MEMBERSHIP~~**

Inducted Member & President, National Society of Leadership & Success (NSLS), Eta Theta Chapter; Secretary, Society of Black & Hispanic Mathematicians; Treasurer, Kappa Delta Pi International Honor Society in Education; Senator, LB Student Government

## **CERTIFICATIONS / ACHIEVEMENTS**

New York State Teacher Certification Examinations (NYSTCE), 2019  
LB Honors Society; Secretary, National Society of Leadership & Success  
Letter of Recognition, Jumpstart Coordinator

# In Summary...

MAXIMILLIAN GARZA

Bloomhurst, NY 11416

c 718.269.6313; [maximil@gmool.com](mailto:maximil@gmool.com)

<https://www.linkedin.com/in/sarah-b-garcia-msed-ccsp-gcdf-00711019/>

## OBJECTIVE

To secure a Trainer position in the General Department at Marcy's, where my outgoing personality and teamwork skills can strengthen your goals.

## EDUCATION

Long Bay College

Green Acres, PA

Bachelor of Arts in Mathematics, Obtained June 2018

## COURSEWORK

Commutative Algebra; Cryptography; Financial Modelling; Knot Theory; Classroom Management Strategies; Differentiated Instruction

## SKILLS

Technology: Microsoft Office Suite; Prezi; Maple, Mathematica, ~~MatLab~~, SciLab and MuPAD.  
Communication: Bilingual: Spanish, French-Creole; Active Listening; Strong Emotional Quotient (EQ)

## RELEVANT EXPERIENCE

Undergraduate Tutor

3/2018 – 9/2019

Community Math Lab

Long Bay, NY

- Conduct pre-and post-assessments of students; Devise mini lessons to strengthen learning gaps
- Demonstrate patience and encouragement; Teach to the learning style of student
- Explain theories and formulas of fundamental as well as advanced mathematics; Tutor all undergraduate levels; Utilize bilingual skills as needed

Teaching Assistant for Dr. Roth Professor

6/2017 – 2018

Knot Theory Course 460, Long Bay College

Long Bay, NY

- Help students to access Blackboard material; Provide feedback on blog posts
- Assist in grading mid-term and final assignments

## OTHER EXPERIENCE

Sales Associate, Best Purchase, Elmhurst, NY

Dec. 2020 - present

## LEADERSHIP / ACHIEVEMENTS

Inducted Member & President, National Society of Leadership & Success (NSLS), Eta Theta Chapter; Secretary, Society of Black & Hispanic Mathematicians; Treasurer, Kappa Delta Pi International Honor Society in Education; Senator, LB Student Government; New York State Teacher Certification Examinations (NYSTCE), 2019; LB Honors Society; Secretary, National Society of Leadership & Success Letter of Recognition, Jumpstart Coordinator

# MCTProTU

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