Write Your Resume



BASICS

- One-page length if possible
- 1" margin space around perimeter
- One font throughout; Limited <u>text</u> 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

MCProTU.com



Your resume gets...

- > 30 secs
- > 60 secs
- > 10 secs







Technical Skills

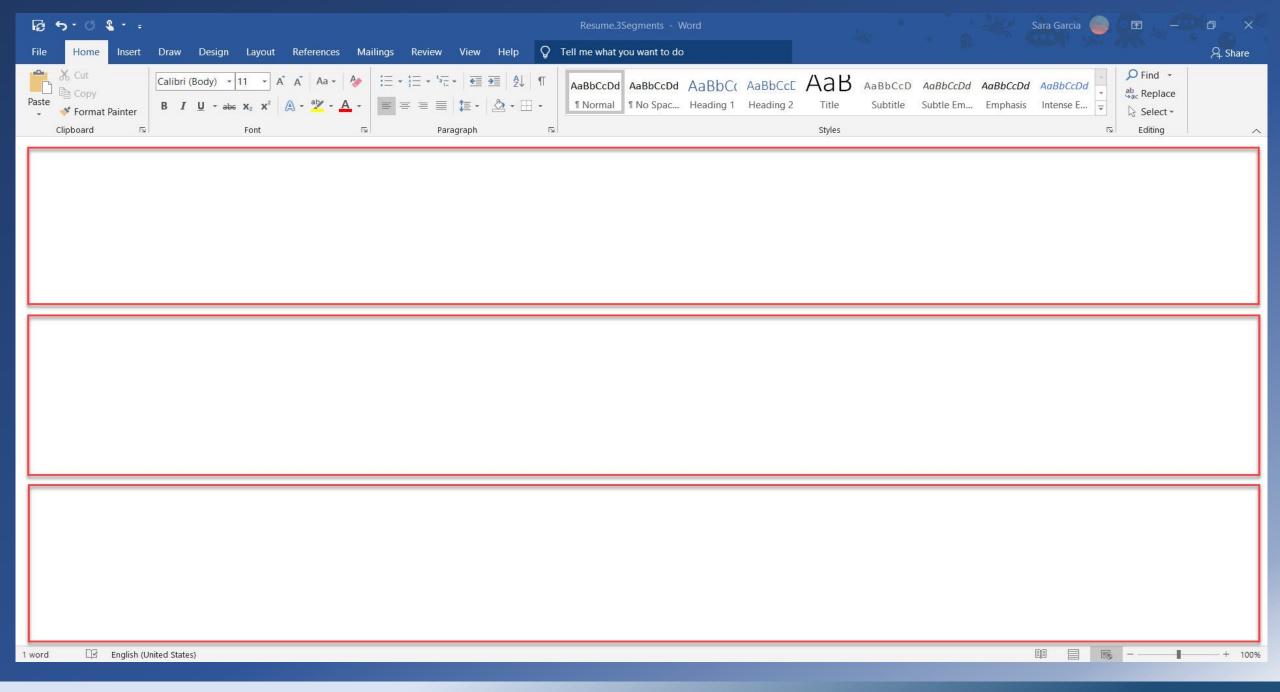
- GPA
- Dean's List
- Academic projects

Work Experience

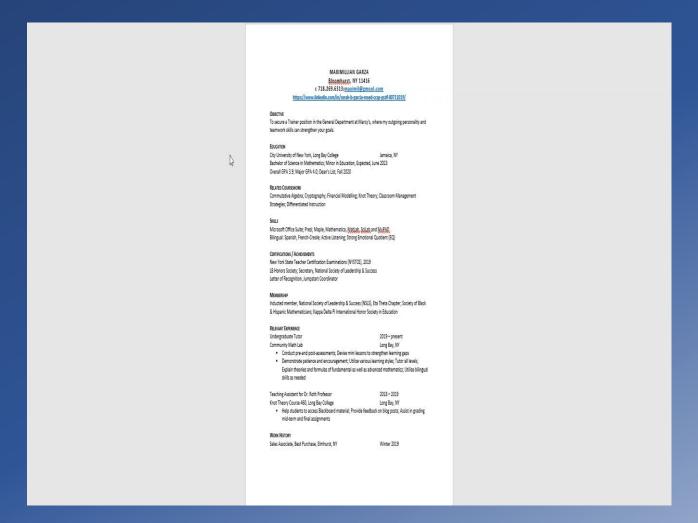
- Experiential Learning
 Opportunities ELOs:
 (Internships, Volunteering,
 Apprenticeship, Conference
 presenter/exhibition; Lab
 assistant, Culinary assistant)
- Regular jobs

Leadership Skills

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



SECTION 1



Page Formatting

MAXIMILLIAN GARZA

Bloomhurst, NY 11416

c 718.269.6313;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 MURAD, 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

- Conduct pre-and post-assessments; Devise mini lessons to strengthen learning gaps
- 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

Teaching Assistant for Dr. Roth Professor 2018 – 2019
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

WORK HISTOR

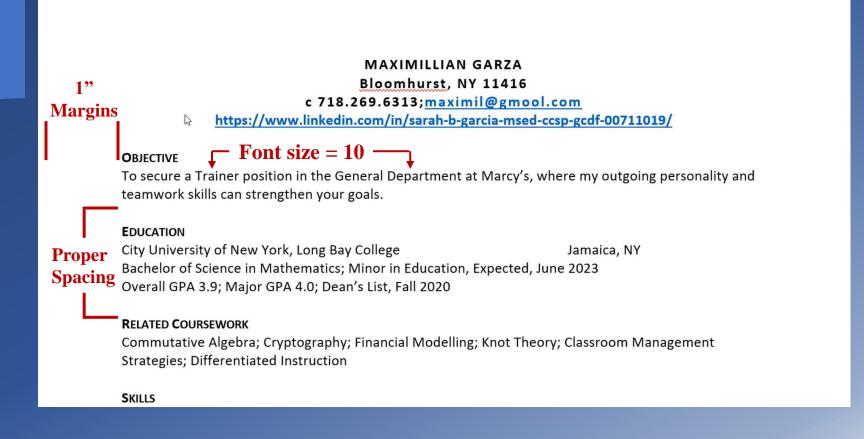
Sales Associate, Best Purchase, Elmhurst, NY

Winter 2019



1

Page Formatting (cont'd)



Header Field



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 (<u>Afshinamibaka</u>) 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

Bachelor of Science in Engineering, Obtained June 2018

-Medgar Evers Community College

New York, NY

Boston, MA

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

Midnokoult Offices Suite of Freez Su

Relevant Experience

RELEVANT EXPERIENCE

Undergraduate Tutor Community Math Lab



- 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

MEMORIESSHIP

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

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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 Bar 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 Mupap.

Communication: Bilingual: Spanish, French-Creole; Active Listening; Strong Emotional Quotient (EQ)

RELEVANT EXPERIENCE

Undergraduate Tutor Community Math Lab 3/2018 - 9/2019 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 Knot Theory Course 460, Long Bay College 6/2017 - 2018 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

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