

Tell Your Story: Resumes

Prep for Orientation Program 2025

MBA Career Management Group

Community Agreements

- Selfcare
- Step-up/Step-back
- Be Open-minded
- Be brave and vulnerable
- Confidentiality
- Rename to add your pronouns or phonetic spelling
- Be present, video on if you're able

OP Logistics Update

- ❑ Haas Pre-Op Survey - Should Already Be Done!
- ❑ Register for OP by May 5
- ❑ TravelBank access (Register & sign OP Form to access)
- ❑ OP Professional Profile by May 6
- ❑ Hello Fellow Account, join groups
- ❑ Upload Resume to Hello Fellow by May 13

Warmup

In breakout rooms:

- Person that woke up earliest this morning will start
- Tell a 30 second 'Wow' story - something you've done that is unique, that you are proud of, that makes one ask 'tell me more'
- Can be professional or personal
- Then pass to the next person and repeat



Dion Watts '26 *(He, Him)*

- **PreHaas:** US Army- Engineer officer
- **Summer Internship:** Consulting @ Deloitte
- **Recruitment Strategy:** Exploring industries to find out what I liked (70% consulting, 30% everything else)
- **Ask me about:** Military to Civilian transition, Army Reserve, Consulting,

Why the Resume Still Matters

- Catches an employer's attention - they want to learn more
- Communicates your **relevant** experience and strengths
- Creates your personal career "highlight reel"
- Captures a snapshot of you as a person and a professional

Raison d'être - To Get The Interview

Creating Your Resume



YOUR FIRST AND LAST NAME

510-555-5555 • haas_student@mba.berkeley.edu • linkedin.com/vanityurlwithnonumbers

EDUCATION

University of California, Berkeley, Haas School of Business May 2021

Master of Business Administration

- Consortium Fellow, Forte Fellow, Management Leadership for Tomorrow Fellow
- Member of: Haas Consulting Club, Haas Education Club, Black Business Student Association

University of California, San Diego (UCSD) June 2014

Bachelor of Arts, Dual Degree Economics and Political Science, Cum Laude, GPA 3.73

- Provost Honors, McNair Scholar, The Seymour Harris Award for Excellence in Economics Finalist

EXPERIENCE

Solar Turbines, Caterpillar Inc., San Diego, CA 2017-2019

IT Enterprise Operations Team Lead, Solution Architect

- Led on-time, on-budget re-implementation of \$3M trade management system, after joining project halfway through with an existing \$1M budget overrun; worked cross-functionally to re-strategize workstreams and mitigate risks
- Managed technical architecture for most complicated module in Solar's enterprise software system, which facilitated \$90M in annual transactions, used by 5,000+ employees at 27 global locations
- Built and executed domestic and international training for 300 global employees, collaborating with key stakeholders to align expectations and develop job-specific modules; achieved 100% participation prior to software deployment
- Evaluated e-learning management systems for IT department; presented final recommendation, proof of concept and strategic plan for retiring legacy system to senior management and Chief Information Officer
- Spearheaded effort to increase satisfaction and sense of inclusion amongst contracted employees (70% of IT staff), by raising specific pain points in recognition and compensation gaps to senior management

Mitchell International, San Diego, CA 2016-2017

Software Solutions Company for Mobility Space

Data Analyst, Operations Team

- Built new staffing model for internal call center, which reduced average customer wait time by 4 minutes and average agent weekly idle time by 62.4 minutes, by cross-analyzing staffing data against call volumes over year-long period
- Enabled managers to identify skills gaps within their teams and better define recruitment criteria, after developing Tableau dashboards that visualized non-numerical human capital data
- Reduced turnaround for ad hoc data analysis requests by 2 days, by learning SQL to bypass requests for data extracts
- Implemented Salesforce WAVE analytics dashboard that eliminated 1.5 days of manual reporting per week

Solar Turbines, Caterpillar Inc., San Diego, CA 2015-2016

IT Business Analyst, Global Trade and Finance

- Achieved pay equity for junior analysts after discovering gender pay gap, and worked with management to identify and remedy root causes to ensure fair pay for future analysts
- Led cross-functional enterprise software testing ahead of schedule and under budget, saving \$150K in resource hours, by redesigning the testing process after leveraging data to identify bottlenecks
- Designed human-centric internal procurement system by assessing customer pain points through interview and workshops

UCSD Office of Academic Support & Instructional Services, San Diego, CA 2010-2014

Calculus Workshop Facilitator

- Recognized for my ability to adapt my communication style in real time to meet the needs of students and for fostering collaborative learning environment
- Taught bi-weekly workshops of 15-30 UCSD students for 2 hours of instruction at a time for 10-week intervals.

ADDITIONAL

- **Leadership:** Board Chair of Science Delivered, a STEM education nonprofit that serves under-resourced communities; oversaw recruitment of diverse board of scientists and educators and launched successful Kickstarter campaign that raised \$10K in one month and was designated "A Project We Love" by Kickstarter
- **Volunteer:** UC San Diego Black Alumni Mentor
- **Skills:** Data Analysis, SQL, Tableau, Advanced Excel, Continuous Improvement Certifications – Lean Six Sigma Green Belt
- **Interests:** Coffee Roasting, Salsa Dancing, Puzzles, Cooking Ethiopian Food

Haas Format

- 1-page
- 3 Sections:
 - Education
 - Experience
 - Additional
- Haas Resume Format Guide
- 'Ruthlessly' Edited

Education Section

University of California, Berkeley, Haas School of Business

May 2022

Master of Business Administration

- Entrepreneurial Finance Fellow; Consortium for Graduate Study in Management Fellow (full-tuition merit scholarship).
- Founding Student Advisory Board Member: Haas Sustainable and Impact Finance Initiative.
- Club Leadership: VP Treks, Net Impact; VP Manbassadors, Women In Leadership.

Middlebury College, Middlebury, VT

May 2013

Bachelor of Arts, Human Ecology, Magna Cum Laude

- Co-founder and president, EatReal. Organized campus-wide symposium and garnered support from 50% of student body for more local, sustainable dining hall options, leading administration to make budget and policy changes.
- Sustainable Study Abroad Grant Awardee (Madagascar); NESCAC Sportsmanship Team Selection (track & field).

University of California, Berkeley

December 2022

Master of Business Administration, Haas School of Business; ***Master of Public Health***, School of Public Health

- Consortium Fellow (Full-tuition, merit-based DEI fellowship), Forté Fellow, HaasAbilities Co-Founder and Co-President, Race Inclusion Initiative Team Lead, Food @ Haas Community Outreach VP, Q @ Haas Member

Stanford University, Stanford, CA

June 2013

Bachelor of Arts, Human Biology

- Stanford Award of Excellence for leadership; Presidential White House Invitee as national youth group President

Experience Section

- Tell the reader what you accomplished, *not your job duties*
- Start with strong action verbs
 - [Action Verb for Resumes](#)
 - Each bullet should demonstrate a different skill
- Quantify & Use short-sentences
- Eliminate unnecessary details & technical terms (jargon)
- **Structure:** Chronological, Functional or Hybrid

Chronological

- classic
- shows progression
- favored by traditional industries

EXPERIENCE

Redhill Realty Investors, San Diego, CA

2022-Present

Associate, Investments Group

- On the institutional multifamily acquisitions team responsible for investing in value-add, core-plus, and core multifamily assets in markets across the Western U.S.

JMI Sports, Los Angeles, CA

2020-2022

Director of Special Projects and Special Assistant to the CEO

- Build financial models and conduct market analyses to identify and value prospective business acquisition targets.
- Lead key strategic and innovative initiatives for the firm's entire portfolio of university partnerships, including Notre Dame, University of Kentucky, Clemson University, Harvard University, Ivy League, and University of Pennsylvania.
- Develop and implement new internal processes and systems to improve transparency, efficiency, and profitability across all sectors of the business.

Oakland Athletics, Oakland, CA

2018-2020

Senior Manager, Partnership Marketing (2019-2020)

Manager, Partnership Marketing (2018-2019)

- Responsible for over 20% of the club's partnership revenue through the composition and direct management of the marketing campaigns of the club's largest corporate partners including Kaiser Permanente, Cache Creek Casino Resort, NBC Sports, and Francis Ford Coppola. Drove 23% partnership revenue growth in time with the club.
- Developed the go-to-market strategy for new platforms, resulting in a 300% increase in digital revenue (the largest increase in MLB)
- Led the negotiation and implementation of the club's transition from cash-only to contactless payment systems through a partnership with Apple Pay. Resulted in 10.4% of all credit card transactions occurring via contactless payment.

Wave.TV, San Francisco, CA

2017-2018

Director, Content Strategy & Operations

- Analyzed viewership data and developed strategies that led to video viewership growth from 350M to 600M monthly views across 60+ accounts in 4 months.
- Streamlined content strategy saving time spent (up to 5 hr/wk) on non-revenue generating operations, an 8% increase in impressions per published piece, and the creation of an original content studio that focused on telling athlete stories.

Fenway Sports Management, Boston, MA

2016-2017

Consultant

- Developed new sales strategies resulting in the first two new clients in five years and a \$240K annual revenue increase.
- Created a sports marketing roadmap for a large healthcare company, which led FSM to be their sports agency of record.

Boston Red Sox, Boston, MA

2014-2017

Special Assistant to the CMO (2015-2017)

- Managed projects designed to improve the Fenway Park fan experience, including two virtual reality experiences that led to engagement with 30,000 children not previously engaged through programming, and a \$300K corporate partnership deal.
- Launched and led the team that reinvented the Fenway Park MLB.com Ballpark app, the club's mobile ticketing and in-venue fan engagement mobile application, which led to a 45.3% increase in digital ticket users.

Marketing and Broadcasting Assistant (2014-2015)

- Led social media strategy for the 2015 season, overseeing a team of four social media content producers. Drove initiatives to develop digital campaigns in support of players, team, and business goals on both English and Spanish-speaking accounts.
- Managed the national and local television and radio broadcast partners, including ESPN, NESN, WEEI, and Red Sox Radio Network.

Functional

- big pivots
- unfamiliar industries
- highlights transferable skills
- great when whole career has been in one industry or one company

	EXPERIENCE	
Everett Middle School, San Francisco, CA	English Department Lead, 8 th Grade English Teacher	2014-2016
Teach For America, Richmond, CA	Director of Teacher Leadership Development	2013-2014
Teach For America, Los Angeles, CA	Manager of Teacher Leadership Development	2011-2013
Camino Nuevo Charter Academy, Los Angeles, CA	7 th Grade Humanities Teacher, TFA Corps Member	2009-2011
Stephen White Middle School, Carson, CA	7 th Grade English teacher, TFA Corps Member	2008-2009

Strategy and Analysis

- Led literacy strategy and data analysis for a turnaround school of 550 students; defined goals and assessments, managed and analyzed multiple streams of student data, set priorities based on trends, and led teacher professional development; department achieved the highest reading growth for English Learners in the school's history (1.41 years)
- Forged strategic partnership with IDEO to engage both staff and students in a six-week design thinking process to address seven urgent design challenges; proposals from this process, including a redesigned school day and teacher evaluation system, are now being implemented school-wide
- Designed year-long strategy for teacher development in a startup TFA region in CA's lowest-performing urban school district; analyzed data to identify priorities for teacher development and led a five-person team in supporting 75 teachers; region improved from 38th (of 49) to 5th nationally in corps member satisfaction

Systems Design

- Designed personalized curriculum and intervention systems that led students to achieve two years of reading growth in 9 months and the highest scores in the school's history on the state English test
- Spearheaded process improvement of school-wide writing assessments; streamlined rubrics and leveraged technology to create a shared evaluation and data analysis platform that drove schoolwide writing instruction
- Launched multi-year student learning portfolios, which enabled student to lead their own parent-teacher conferences and are now the cornerstone of Everett's parent engagement strategy; designed systems for portfolio creation, assembly, and storage and engaged key stakeholders to ensure successful adoption and implementation

Project Management

- Led multi-day professional development events for 75 teachers; designed multi-tiered programming, hired and trained facilitators, and managed team execution, resulting in 89% satisfaction from incoming corps members
- Engaged district partners, TFA alumni, and other TFA regions to launch Richmond's first TFA learning communities, which met monthly and provided content-specific support to new teachers across the school district
- Led a 40-person pilot at TFA's Summer Institute that fundamentally shifted our approach to English teacher development; teacher satisfaction and student learning increased significantly, resulting in the scaling of the pilot

Training and Development

- Led weekly professional development, one-on-one coaching, and performance reviews for a team of 8 English teachers; retained 100% of teachers over 3 years (compared to schoolwide retention rate of 67% and 80%)
- Trained and coached three first-year TFA managers who exceeded the average retention of first-year staff members by 3 years and went on to become the highest-performing directors across the TFA Bay Area region
- Supported learning community leaders in gathering quantitative and qualitative data from instructional coaches, synthesizing trends, and designing aligned professional development for corps members
- Coached and developed 70 TFA teachers over 2 years; achieved 174% of national average for teacher satisfaction

Hybrid

- different and familiar
- great for rotational programs or long stints
- highlights transferable skills

EXPERIENCE

Guild Education, Denver, CO

April 2020 – July 2021

Marketplace Delivery Manager; Senior Associate, Marketplace Delivery; Associate, Marketplace Delivery

Cross-Functional Partnerships

- Led a team of seven to launch a \$7M policy & program expansion with a major fast-food company, increasing the population of students eligible for debt-free degree programs by 267% (4,900 to 18,000)
- Trained over 60 colleagues on Guild partnership launch & expansion processes resulting in streamlined cross-functional coordination at implementation kickoff

Project Management & Execution

- Launched and managed the onboarding of three new strategic partnerships, expanding Guild's learning marketplace to offer language and applied learning trades programs to students
- Mobilized a team of 15 to design and implement Guild's first ever applied learning trades program resulting in the enrollment of 2 cohorts at launch and a new pathway to direct career growth & promotion for students

Process Improvement

- Spearheaded the development of a post-launch evaluation process to assess onboarding project success and prioritize process improvements; adopted for 15+ new partner implementations
- Designed and implemented a capacity planning and resource management system to drive operational efficiencies and improve departmental leadership decisions regarding project staffing

J.P. Morgan Private Bank, Denver, CO

October 2017 – April 2020

Banking Analyst – Healthcare, Technology, Food & Beverage Vertical

- Chaired summer intern hiring committee by developing internship programming, interviewing and mentoring candidates, and hosting informational sessions across Colorado to increase local engagement & visibility; led to the successful onboarding of 10 interns who were all extended full-time offers
- Led the Denver CRM technology transition by partnering with national teams to develop roadshow programming, resulting in recognition from global leadership for the Denver office as the 2nd best market in the US Private Bank for employee adoption
- Collaborated with global champions and developers on the product design of the Private Bank's proprietary CRM technology by providing recommendations on portfolio analytics, user dashboards, and client-facing outputs
- Developed customized investment recommendations for prospective clients, resulting in the onboarding of more than 80 new clients and over \$750M new assets to the Denver Private Bank business in 2019
- Collaborated with financial advisors to provide banking, investment management, trust & estate, and lending services to 250+ high net worth clients, managing ~\$8B in financial assets
- Created a proprietary financial model to analyze complex client balance sheets with concentrated stock positions and illiquid assets; adopted broadly by analysts outside of the Denver region

Elements of strong bullet points



- What you did - interesting to your audience



- Focus on skills used to achieve your goal



- Can you quantify? Results? Influence?



- *(if the circumstances are compelling)*

Example #1

Wow (What)	How	Impact/ Results	Why (Context)
Built a go-to-market strategy	using quantitative analysis and Excel skills	resulting in 3% YOY growth	as part of company's turnaround plan

Example #2

Wow (What)	How	Impact/ Results	Why (Context)
Spearheaded Thai market entry & led product launch	Developed business model, product strategy, user personas. Did 15 user interviews	Increased revenue 300% QOQ	During Covid

Putting it all together

- What • Developed financial models and scenarios for opening retail stores.
- What • Developed financial models and scenarios for opening retail stores by
How analyzing local demographics and transportation patterns.
- What • Developed financial models and scenarios for opening stores by
How analyzing local demographics and transportation patterns for the
Why company's first foray into retail.
- What • Adjusted financial models and scenarios for retail locations by
How analyzing local demographics and transportation patterns - resulting in
Impact +25% sales/sqft than projected.

Shifting Emphasis

What + How + Why + Impact

Created a GTM plan by analyzing demographic data and traffic patterns as part of a new feature rollout resulting in a 35% conversion rate at launch.

Impact + How + What + Why

Generated a 35% conversion rate at launch by analyzing demographic data and traffic patterns in my GTM plan for a new feature rollout.

Activity: Before & After Bullet point

- Choose 1 bullet
- Take 3 minutes to create a revised version using the *What/How/Impact/Why* format
- Share in Chat
- Don't worry about perfection - it's an iterative process!

Additional Section

ADDITIONAL

- Fluent in Spanish
- Management Leadership for Tomorrow (MLT) MBA Prep/Professional Development Fellow (2016-Present)
- Forte MBALaunch Fellow (2016-2017)
- Microsoft 4AFRICA Employ Mentor Project mentor (2014-2017, Nairobi, Kenya): Taught four-day Microsoft sponsored workshop on how to build and manage a startup; mentoring group on startup
- Prospanica (Formerly NSHMBA) Seattle/Austin Board, Executive VP/ Marketing VP (2012-2017)
- Enjoy traveling, researching startups, reading, adventure racing, playing soccer, cycling, and instructing yoga
- Skills: PowerBI, PowerPivot, MS Office, Hyperion products, SAP, WordPress, SQL (beginner)

□

Consider:

- Does it add to my story? Show who I am as a person? Share info about my identity?
- Is it relevant to what I am applying for? Does it add additional value?
- Am I able to discuss my hobby/interests/language skill confidently and preferably with a sense of expertise/passion/excitement?

Activity: Before & After Additional

- Take a minute to brainstorm hobbies/interests
 - Think back to your breakout - what was unique, fun
- Add specific descriptors
- Share in Chat

EDUCATION

University of California, Berkeley, Haas School of Business, Berkeley, CA	May 2026
<i>Master of Business Administration (MBA)</i>	
• Consortium Fellow, Co- President of Veteran club, Consulting Club, International Business Consulting Team Leader	
Missouri University of Science and Technology, Rolla, MO	December 2018
<i>Master of Science (MS), Engineering Management</i>	
• Military Construction Management Certificate, Project Management Certificate	
United States Military Academy, West Point, NY	May 2013
<i>Bachelor of Science (BS), Engineering Management</i>	
• 4x Dean's List, 3x Team Handball Collegiate National Champion	

EXPERIENCE

United States Army Corps of Engineers, New Orleans, LA	April 2021 - August 2024
<i>Project Manager</i>	
• Managed the planning, scoping, and design of a \$250M internal drainage project for the city of New Orleans by building a new acquisition strategy that decreased the contract award timeline by 1.5 years.	
• Performed strategic communications with the US Senate Appropriations Committee, presenting project updates and a compelling business case for funding; resulted in the procurement of additional \$160M of project funding.	
• Led teams in three emergency response operations, establishing goals and comprehensive short/long plans to tackle ambiguous missions, including removing flood water, distributing \$32M+ in relief aid to 50k+ residents.	
• Facilitated construction activities through proactive stakeholder management with 20+ internal and external stakeholders, ensuring 100% alignment with commitments, timelines, and deliverables for all project phases.	

2-2 Stryker Brigade, Joint Base Lewis McChord, WA	August 2018 - April 2021
<i>Company Commander (Senior Engineering Manager)</i>	

- Conducted strategic long-range planning to manage an 86-person engineering team, increasing equipment fulfillment from 60% to 98% and improving operational success by 18% through analyses of organizational needs.
- Led a 120-personnel strike team supporting professional wildland firefighters during the August complex fire in CA, decreasing containment timeline by 95 days by accessing the fire situation and assigning work based on daily need.
- Mentored 16+ lower-level leaders through a comprehensive leader development program focused on building capable leaders and enhanced team proficiency, overall improving the culture and efficacy of the organization.

Brigade Logistics Planner (Senior Logistics Planner)

- Supervised the organization's complex supply and demand needs during operations by implementing data-driven forecasting models, increasing delivery compliance, reducing cost, and the efficient allocation of a \$500M+ Budget.
- Optimized logistics through detailed alternatives analysis for the lifecycle operations of 2k+ pieces of equipment and 4.4k+ soldiers to accomplish four missions in the US and overseas, producing a savings of ~\$1M to the Army.
- Established strong relationships with foreign governments through leading collaborative logistics planning and cultural exchanges, contributing to the timely delivery of \$1.9B in equipment across four South Pacific countries.

Brigade Chief of Operations (Senior Operations Manager)

- Directed the coordination and execution of 25+ brigade-level missions, making critical decisions during operations to prepare teams for deployment in the South Pacific, bolstering national defense interests in the region.
- Delivered 12 monthly operational reports to general officers, providing in-depth analysis of organizational data to synchronize operations and facilitate informed decision-making and mission command at the highest levels.

36 th Engineer Brigade, Fort Cavazos, TX	May 2013 - August 2018
<i>Engineer Officer</i>	

- Led operational and training programs for 92 soldiers and \$12M in equipment; increased operational success rate by 20%, decreased equipment shortages by 40%, and ensured combat readiness of the organization.

ADDITIONAL

- **Certifications/Additional:** Project Management Professional (PMP), Fundamentals of Engineering Examination (FE), Top Secret (TS/SCI) Clearance; UC Berkeley ROTC Professor of Military Science (part-time)
- **Volunteer:** Pancreatic Cancer Awareness Fundraising Team Leader, Take Paws Animal Rescue Foster, Youth Run Nola
- **Interest:** Outdoor adventurer with the goal to visit all 7 wonders of the world (2/7 wonders complete)

Dion: Pre-OP & For OP

EDUCATION & EXTRACURRICULARS

BS in Engineering Management | United States Military Academy | AUG 2009-MAY 2013 | West Point, NY

- 4x Dean's List
- 3x Team Handball Collegiate National Champions
- Selected for 4 different cadet leadership positions, responsible for academic success of 40 cadets

MS in Engineering Management | Missouri University of Science and Technology | Apr 2018 - Dec 2018 | Rolla, MO

- Military Construction Management Certificate
- Project Management Certificate

WORK EXPERIENCE

US ARMY – 2013-PRESENT

Project Manager | United States Army Corps of Engineers | Apr 2021 – Current | New Orleans LA

- Manage the planning, scoping, and design of a \$250M internal drainage project for the city of New Orleans
- Facilitate construction of drainage project with 20 internal and external stakeholders from Louisiana, New Orleans, Norfolk Southern Railroad, and Entergy Power Company to ensure adherence to all commitments
- Manage \$250M project budget, approve all cost changes, and campaign for additional \$160M in project funding
- Supported emergency response operations for Saltwater intrusion (2023, LA), Hurricane Ida (2021, LA) and Hurricane Ian (2022, FL) by executing unwatering operations, dispersing \$32 million in relief to over 50k residents

Company Commander (Senior Engineering Manager) | 2-2 Stryker Brigade | FEB 2020 – APR 2021 | JBLM, WA

- Oversaw the command, training, operations, logistics, and combat readiness of an 86-personnel engineering team. Increased equipment fulfillment rate to 98% and operational rate by 18%
- Led a 120-personnel strike team to assist professional wildland firefighters in the suppression of the August complex fire in California, decreasing containment timeline by 95 days
- Mentored 16+ lower-level leaders through a comprehensive leader development program focused on building capable leaders, increasing team proficiency
- Conducted strategic, long-range planning to execute training that provided mobility, counter-mobility, and survivability operations for 7 battalions within the brigade

Brigade Logistics Planner (Senior Logistics Planner) | 2-2 Stryker Brigade | APR 2019- FEB 2020 | JBLM, WA

- Oversaw organization's complex supply and demand needs during operations, leading to delivery compliance, reduced cost, and allocation of \$500M+
- Managed the deployment, redeployment, and sustainment operations of 2k+ pieces of equipment and 4.4k+ soldiers to accomplish 4 missions in the US and overseas, producing a savings of ~\$1M to the Army
- Established effective relationships with foreign governments to execute logistics and transportation plans for 5 supported units across 4 countries within the south pacific, resulting in the timely delivery of \$1.9B of equipment

Brigade Chief of Operations (Senior Operations Manager) | 2-2 Stryker Brigade | AUG 2018 – APR 2019 | JBLM, WA

- Directed the coordination, resourcing, and execution of 25+ brigade level missions, preparing teams for operations in the south pacific region to build on national defense interest in the area
- Briefed 12 monthly operational reports to general officers, enabling mission command at highest levels
- Led team of 8 soldiers and coordinated across 7 departments to control, synchronize, and track valuable information, reducing orders production time by 15 hours a week

Engineer Officer | 36th Engineer Brigade | MAY 2013 – AUG 2018 | Fort Hood, TX

- **Executive Officer-** Oversaw logistics, maintenance, and operational supporting programs for 92 soldiers and \$12M in equipment, increasing operation rate by 20%, and decreased equipment shortages by 40%
- **Assistant Plans Officer-** Completed 20+ battalion level projects from the planning to closing phase, training 650+ soldiers, and preparing 5 soldiers to graduate sapper leader course, the Army's premier engineer leadership course
- **Engineer Platoon Leader-** Directed the training, discipline, and readiness of 26 soldiers and ensured the combat readiness of 55M+ in engineer equipment

ADDITIONAL INFORMATION

- **Certifications:** Project Management Professional (PMP) | AUG 2018; Fundamentals of Engineering Examination (FE) | APR 2013
- **Evaluations:** Repeatedly evaluated as a top 5% (Army-wide) officer by direct and senior supervisors
- **Awards and Decorations:** Sapper Qualified; Air Assault Badge; Rappel Master; Steel de Fleury Medal recipient
- **Rental Property:** Part owner of Watts Property Management Group, currently own and manage two rental units
- **Volunteer:** PanCan Purple stride Team Leader, Take Paws Animal Rescue Foster, Youth Run Nola
- **Interest:** Travel, Foodie, Space technology, and Sports

VMock

An AI platform that scans your resume and provides suggested improvements

- Must have your *@berkeley.edu* email address to access
- [Instructions](#) on how to get started & upload your resume
- You will receive an email invitation directly from VMock
- **Only 10 uploads per Academic year**
 - Can make recommended updates in the same upload
- Any issues/questions? Contact: mbacareers@haas.berkeley.edu

Resume Resources

- [CMG Resources](#) - Writing Your Resume, Cover Letter & LinkedIn
- **So Many Examples!**
 - [CGSM Students' Resumes and Cover Letters](#)
 - [Peer Advisors](#)
 - CMG BEARS> Resource Library> Resume Books (Vets)
 - Other [Pivot Examples](#) - Military, Education

Read the latest campus information on coronavirus (COVID-19). ↗

CAREER MANAGEMENT GROUP

Home

Getting Started with CMG ▾

Career Tools ▾

Career Labs

Recruiting ▾

Industries & Functions ▾

Diversity Resources ▾

Career Tools

Discovering Your Strengths

Strategizing Your Search

Writing Your Job Search
Materials

Networking to Build
Relationships

Interviewing with Confidence

Negotiating your Total
Compensation

Manage Yourself as a
Foundation for Managing
Others

Management Group

...site to support your career journey. All the content
...veloped or selected by the CMG staff to specifically
...their career and leadership development.

Cover Letters

- An exercise in Persuasive Writing - what is important to the reader
- Answer the Question - “Why should I interview/hire you?”
 - **Intro:** Who are you and why should I read more
 - **Body Paragraphs:** Assertions (i.e. topic sentences) & Examples
 - **Conclusion:** Connect your experience/skills/interests to the role

LinkedIn

- Update your headline
- Shift focus to what's next/where you are headed
- Consider a post to share your news about attending Haas
- [LinkedIn Resources](#)
 - [Checklist](#)
 - [LinkedIn Guys Course](#)
 - [Being a DEI Champion on LinkedIn](#)

OP Prep Calendar

May							
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 3	28	29	30	1	2	3	4
		CMG Webinar: Haas Resumes - 4pm	Industry Call: CPG/Retail/Marketing - 4pm	Industry Call: Healthcare - 4pm		Complete OP Registration and OP Participation Policies Form	
Week 4	5	6	7	8	9	10	11
		CMG Webinar: Telling Your Story: Introductions - 4pm	Industry Call: Finance & VC - 4pm	Industry Call: Walk Through a Real McKinsey Case - 4pm	Industry Call: Social Impact - 4pm Wells Fargo Webinar	Book travel Submit your OP Professional Profile	
Week 5	12	13	14	15	16	17	18
		CMG Webinar: Behavioral Interviewing - 4pm Create Hello Fellow account, join groups, upload resume	CMG Webinar: Tech Casing 101 - 4pm CVS Health Webinar	Industry Call: Best in Class Consulting Structuring - 4pm Google Webinar			
Week 6	19	20	21	22	23	24	25
		CMG Webinar: How to Talk to Employers About What Really Matters to You - 4pm		CMG Webinar: Attending OP - 4pm Johnson & Johnson Webinar			
Week 7	26	27	28	29	30	31	1
		Memorial Day					Orientation Program

To Do's

- Update your resume to Haas format and begin '*ruthless editing*'
- Upload to VMOCK
 - Review and integrate VMOCK's suggested improvements
- Schedule a Resume Review with a Coach before May 13th
- Upload to Hello Fellow by May 13th

Questions?
