

TIPS PARA ARMAR TU CV EN INGLÉS

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Curriculum Vitae (CV)

Latin: «course of life»

vs.

Résumé

French: «summary»



STRUCTURE (Estructura)

- **Personal information** (Name, Date of birth/ Age, Contact information: Email, telephone number, address, LinkedIn profile, Driver's license)
- **Profile:** "CPA with more than 10 years of experience in top management positions. Seeking to use proven leadership skills to improve teamwork and drive revenue growth through employee engagement"
- **Experience**
- **Education**
- **Skills**
- **Extracurricular activities and/or interests**

(WORKING) EXPERIENCE

- Front-End Developer
- Smart Talent Software, Inc.
- 2015 – 2019
- Managed front-end development of client sites. Used HTML5, CSS3, and JavaScript to develop UX that raised dwell time 35%.
- Collaborated with back-end developers to identify and remove user impediments to purchase. Result: 20% rise in conversions.
- On-boarded and mentored 5 new front-end developers through regular coaching sessions and work reviews. Improved KPI attainment 22%.
- Used CSS3 and Photoshop to boost UX scores 28%.
- Developed front-end code for 25 product prototypes per year.

- Bookkeeper
- Smart Talent Corporation.
- 2013–2019
- Drove accounts receivable from \$350,000+ to under \$10,000 with a system of electronic payments.
- Used QuickBooks to track revenues of \$3.5 million annually. Audited 1,500+ business customer accounts annually.
- Optimized accounts payable, lowering costs 20% by automating on-time payments and setting up an online supplier portal.
- Created MS Excel pivot tables that saved 20 accounting hours per quarter. Cut report-generation time by 25% over previous years.
- Slashed payroll processing time 25% by centralizing records, digitizing data, and working with IT to integrate HR and payroll.

USE *POWER VERBS*



- DID
- MADE
- USED
- GOT
- HELPED
- COMMUNICATED



- PERFORMED/ EXECUTED
- CREATED /COMPOSED
- OPERATED
- OBTAINED / ACHIEVED
- ASSISTED / ENRICHED
- EXPLAINED/ INFORMED / PRESENTED

EDUCATION/QUALIFICATIONS

- 2009 – 2011 MBA, Northeastern University.
- 2003 – 2008 BBA, Boston University
- 2001 – 2003 AAS in Business Administration, Boston University.

- May include:
 - Member of Students Board
 - Vice President of Committee
 - Final project: 9.8

SKILLS

- COMPUTER SKILLS:

- Java
- Javascript
- COBOL
- Adobe Photoshop

- ENGLISH (and other languages):

- Advanced
- C1
- Written advanced, Spoken intermediate

- OTHER: Leadership, Problem-solving, Interpersonal skills, Customer service.

Templates (Modelos)



Résumé builders
Resumelab.com
Resume.io

THANK YOU
GRACIAS



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