RUTGERS BUSINESS SCHOOL RESUME FORMAT

*SAMPLE RESUME*

JANE DOE

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Education: **RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**  Newark, NJ

#  **Rutgers Business School**

 Master of Business Administration, May 2006

 Specialization in Finance

* GPA 3.5
* Member, Rutgers Women in Business
* Co-Chair, Rutgers Charity Ball

#  **CORNELL UNIVERSITY** Ithaca, NY

 Bachelor of Science, Chemical Engineering, May 1996

* Recipient, Jeremy S. Barnum Scholarship for academic excellence and community service

Experience: **GLENDALE BURKE & ASSOCIATES, LLC** New York, NY

2000-2003 **Project Manager**

* Strategized with senior partners about viability of e-commerce consulting practice, including billing projections, industry penetration and modes of compensation.
* Prepared weekly briefings for team members on status of ongoing projects, new business development initiatives and billings-to-date.
* Collaborated with clients’ Chief Technology Officers to map out e-commerce strategies.
* Assisted Kenwood AutoParts, Inc., $15M used-parts retailer, to devise online strategy to move inventory procurement online, saving over $3M annually.
* Received Peer Award for providing exceptional leadership to project team.

1998-2000 **Senior Consultant**

* Documented best practices, including proper roles, technology, processes, costs and metrics to create knowledge database on online retailing.
* Instructed fellow consultants and clients in applied methodology and state-of-the-art coding language.
* Created matrix for analyzing profitability of clients and services offered, resulting in increased coverage of clients and 45% increase in client satisfaction.
* Led $200,000 project to complete technical analysis of clients order-processing system to determine functional deficiencies and repair defects.

1996-1998 **GRANT THORNTON, LLP**  Pittsburgh, PA

#  **Systems Consultant**

* Developed turnkey web module to enable small business clients to move online.
* Designed application to enhance interface between accounts payable and purchasing department of regional food processor, improving efficiency by 30%.
* Participated in ongoing application development training.
* Wrote manuals that enabled clients to become familiar with new applications.

Additional: • Proficient in MS Office Suite

* Member, American Association of Management Consultants
* Fluent in Spanish