

Derek Veletzos

Address City, State Zip Code | Phone Number | Email | LinkedIn URL

Education

West Virginia University | Morgantown, WV
Bachelor of Science in Business Administration
Major: Management Information Systems
Minor: Business Cybersecurity

May 20XX
GPA: 3.85/4.00

Technical Skills

Google Analytics, Microsoft Office 365, HTML, JAVA, SQL, R, C#, Python, Raspberry Pi Modification, ASP.Net, XAML, TCP/IP, WireShark, Tableau

Professional Experience

Sensus | Uniontown, PA May 20XX-August 20XX
Verification Integration Engineer - Intern

- Built and maintained SQL scripts, indexes, and complex queries for data analysis
- Performed Quality Assurance testing on SQL Servers
- Modeled a new database schema for a legacy system and conducted reviews of schema with the business intelligence team
- Defined and implemented a data migration for legacy data

Work Experience

John Chambers College of Business | Morgantown, WV January 20XX-Present
Computer Support Technician

- Staff the help desk office to offer walk-in support and answered phone calls
- Perform software and hardware installations and repairs whenever needed
- Manage an average of 150 support tickets weekly through a web and email-based issue tracking system

Neidermeyer Scholar August 20XX-Present

- Provide supplemental instruction to students in Economics 201 through the AeSC Center
- Conduct weekly review sessions with 30-40 students and hosted office hours to assist students with homework, test preparation, etc.
- Attend training sessions with faculty members to discuss student engagement and retention of course materials

Undergraduate Project:

Appalachian Prison Book Project Spring 20XX

- Assisted a local non-profit organization with the creation and use of ASP.NET MVC application
- Utilized various web applications including VS2018, SQL Server Management Studio 18, .NET Framework 3.0, ASP.NET, C#.Net and MVC
- Followed Agile and Scrum project management methodologies

Involvement & Honors

- Management Information Systems Association (MISA), *President* August 20XX-Present
 - Planned and hosted Annual MISA Hackathon Competition February 20XX
- Chambers College of B&E Career Readiness Program Platinum Member Fall 20XX-Present
- Collegiate Gaming Club, *Member* August 20XX-Present
- Deloitte Consulting Case Competition, *Participant* March 20XX
- Dean's List Fall 20XX-Spring 20XX
- President's List Fall 20XX, Spring 20XX

Resume Checklist

Personal Information

- Include your first and last name at the top in a large font (14-16pt).
- Phone Number:** List the number where you are most easily reached; set up a professional voicemail.
- Email Address:** Use a professional address, such as `firstname.lastname@gmail.com`. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.
- Address:** Different scenarios dictate which address (or addresses) you should include: current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, it can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.
- If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

- Make sure your resume is one page.
- Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).
- Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).
- Put Education as the first heading, then organize headings in order of importance.

Education

- Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Business Administration.
- List Management Information Systems as your major and include all minors and areas of emphasis.
- Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.
- Add study abroad experience and include 1-2 bullet points about what the experience entailed.
- Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss)
- Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

- List the name of the organization, the title you held, and the location (city, state).
- Put your start date (month and year) and end date (month and year).
- Bold or italicize job titles and/or the name of the organization.
- List experience in reverse chronological order (most recent first).
- Use bullet points to highlight your responsibilities and tasks.
- Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

- Use quantifiable and measurable information in your bullets.
 - *BAD* Open-ended:** Helped managed children at summer camp
 - *GOOD* Measurable:** Managed over 250 children ages five to fourteen at a week-long day camp
- Ensure your bullet points are objective, rather than subjective or up to personal opinion.
 - *BAD* Subjective:** Experienced verbal communicator
 - *GOOD* Objective:** Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

- Include technical (hard) skills, such as proficiency in various software systems.
- Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.