

Building an Impressive Resume

Learning Objectives

Leverage your career experience to create a personal and tailored resume that highlights your capability

Identify your relevant transferable skills, keywords and experience, and know what to leave out

Recognise your strengths and achievements to build a compelling first impression



Purpose of a Resume

Screening Tool

Supports the hiring manager to selectively screen candidates for jobs



Marketing Tool

Helps you to promote your capability or skillset as a means of getting to the interview



Application Tracking Systems

A **Resume Parser** is a program that breaks down your resume and tries to categorise the information into different sections to enable search and filtering functionality.



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PDF view in ATS

CURRICULUM VITAE - IT Professional Andrew Bubnic

NAME:	Andrew Bub	Andrew Bubnic	
ADDRESS:		PO Box 111, Smithfield, SA 5114 andrew@auroand.com	
PHONE:	P/H: 08 828	P/H: 08 8284 1886	
CAREER OBJETIVES:	continuing t education.	Providing professional services while continuing to grow through experience and education. At the end of the day I aim to be an asset for my employer	
EDUCATION		SKILLS and ABILITIES	
2010 Certified by Google Google Adwords Certified Specialist www.adwords.google.com		Rapid prototyping software - Magics 3D Systems, 3D Sprin, 3D Edit Pro.	
		CRM and Ticketing software - Salesforce - HelpDesk	
2008 Short Course Mapinfo - MapExtreme developer		Scanning - Creaform - GoScan and HandyScan	

Microsoft Business Suite - Outlook. Word, Powerpoint

(2005) Tertiary Victoria University Bachelor of Computer Science

ORK EXPERIENCE

)18) AA Information

(2017) NetSec

ORIGINAL

Developer training

3D CERTIFICATIONS

Project 360 ColorJet printers (Z Printers) Security specialist - aainformation.com ProJet 35XO MultiJet printers

ProJet 3550 MultiJet printers

ProJet 3600 MultiJet printers

Security Monitoring - Network (2015) BC Network

Network analyst - bcnetwork.com

in Andrew_Bubnic @AndrewBubnic

Andrew_Bubnic



abnic Male 61 477 398 777 +61 417 398 177 andrew@auroand.com AU Brisbane al expert (Java / C#.NET / PHP, SQL, NoSQL, Mobile apps) with passion for through clever IT. * Helped drive rapid growth of AIB (Higher Education) he art CRM system.* Highly collaborative stakeholder engagement skills, Recent strong Al skills. Always learning and looking for challenges! Areas of tical background in multiple languages including C#.NET, PHP, Python, and erprise scale projects in C#.NET, and AI work in Python. Solid with PHP web Fully engaged in AGILE / Sprint, and excellent communicator SENIOR BUS Brisbane AU Software Architect Engineer World Acumen Company. lation and Defence Summary. Driving strong technical execution in a stry * Co-Software Architect and Senior Software Engineer of State of the ement: Our software is predicted to save the Australian Army millions across ton years. * Lead Installation Architect for software. Strong C#NET 2016 Key achievement: Provided real commercial IT strategies to push key new cutting-edge team - High visibility - Changing the way AIRBUS software, to a more agile and innovative approach. * Key achievement with our 3-man team's Python+Raspberry-Pi powered 11BlackBox flight-line issues. No prior exp in either. * Key achievement: Established / ptice Deep Learning as a viable field for commercialisation with existing abject detection (any) ;* Produced proof of concepts for image object n from Satellites. * Hands on Machine learning for data analytics for Aircraft :* Key contributor to Software documentation for SDLC., such as: SDP, SRS, prototyping new ASP.NET Core application with Angular 2016-11 anager-low JOBAREA it 20 Swiss Army Knife Adelaide AU S ss Army Knife Company / Date: Australian Institute of Business (AIB) mmary: Provided IT and Business expertise through a flexing rolodex of * Engineered Outling Edge CRM in PHP to rival the world's best CRMs. chievement. Helped drive AIB to #1 MBA Provider in Australia * Functional actual implementation :* Stakeholder management in fast-paced tering Group providing strategic advice regarding IT Direction of business ; ngs to reduce lead costs, and Drive more Student enrolments Key developed entrepreneurial features -Driving up sales 12% * Significant no. Cloud / Besooke system Migration : * Functional documentation / * Influential internal communicator



ioes Summary: Founded and sold several sub-businesses and delivered C#/PHP|* " Yes Sir" attitude - " Sure, I can develop [xyz] in an arcano d of?" Key achievement: Repeat punch-above-weight wins. Any Tech. And III ting with Vendors to gain more bang for buck on SaaS products Key ng business acumen and Business IT Skills - Enhancing software cy / get-it-delivered thinking * Influencing clients to reduce project scopes Ilpark budget ; * Hiring and managing co-software engineers on bigger ; * Data migration and reporting work using different too's such as Tableau / in a rolodex of development languages really rounding out my tech skills. nmanager-mid JOBAREA it 60

PDF view in ATS

	CURRICULUM VITAE - IT Professional Andrew Bubnic				
	NAME: ADDRESS: PHONE: CAREER OBJETIVES:	Andrew Bubnic PO Box III Smithfield, SA 5114 andrew@Buurcand.com P/H: 08 2824 1886 Providing professional services while continuing to grow through experience and education. At the end of the day I aim to be an asset for my employer	 Andrew_Bubri ✓ @AndrewBubr ✓ Andrew_Bubri 		
	EDUCATION Certified by Goog Google Advords Certified Sy wavefunding office on Google Advords Certified Sy wavefunding office on Bapingo - Maging Store down Developer training Coogle Certiary Victoria University Bactelier of Computer Science	3D Systems, 3D Sprin, 3D Edit Pro. CRM and Ticketing software – Salesforce – HelpDesk Scanning – Creaform – GoScan and			
	WORK EXPERIENCE (2018) AA Information Security specialist - aeinform (2017) NetSec	Project 360 ColorJet printers (Z Printers) ProJet 35X0 MultiJet printers ProJet 3550 MultiJet printers			
IGI		ProJet 3600 MultiJet printers			

ORI

Andrew Bubnic

DETAILS NOTES (17) CV EXPERIENCE LINKEDIN RSC

Andrew Bubnic Andrew Bubnic Male 61 477 398 777 +61 417 398 177 andrew Steuroand.com AU Brisbane Strong Tech-stack technical expert (Java / C#.NET / PHP, SQL, NoSQL, Mobile apps) with passion for maximising business value through clever IT. * Helped drive rapid growth of AIB [Higher Education] through building state of the art CRM system. * Highly collaborative stakeholder engagement skills, plus resiliency & versatility. Recent strong AI skills. Always learning and looking for challenges! Areas of Expertise Very strong technical background in multiple languages including C#.NET, PHP, Python, and previously, Java. Recent enterprise scale projects in C#.NET, and Al work in Python. Solid with PHP web projects and ASP.NET Core. Fully engaged in AGILE / Sprint, and excellent communicator. SENIOR SOFTWARE ENGINEER AIRBUS Brisbane AU Software Architect Engineer World Acumen Company. AIRBUS -Juggernauts in Aviation and Defence Summary: Driving strong technical execution in a historically slow-paced industry * Co-Software Architect and Senior Software Engineer of State of the art Defence software. Key achievement: Our software is predicted to save the Australian Army millions of dollars in operational costs across ton years. * Load Installation Architect for software. Strong C#NET / MVVM / WPF / SQL Server 2016 Key achievement: Provided real commercial IT strategies to push key software out faster. * Part of new cutting-edge team - High visibility - Changing the way AIRBUS delivers Aviation and Defence software, to a more agile and innovative approach. * Key achievement: WON Airbus Innovation Day with our 3-man team's Python+Rasoberry P) powered 11BlackBox Extractor", resolving critical flight-line issues. No prior exp in either. * Key achievement: Established / "Made" C-Level leaders notice Deep Learning as a viable field for commercialisation with existing Airbus products. Skilled in object detection (any): * Produced proof of concepts for image object Jetection and segmentation from Satellites. * Hands on Machine learning for data analytics for Aircraft /preventative maintenance.;* Key contributor to Software documentation for SDLC.; such as: SDP, SRS, SSS, SSDD etc.; * Currently prototyping new ASPINET Core application with Angular 2016-11 notApplicable joblevel-nonmanager-low JOBAREA it 20 Swiss Army Knife Adelaide AU Senior Sof Engineer IT Consultant Swiss Army Knife Company / Date: Australian Institute of Business (AIB) Leader in Higher Education Summary: Provided IT and Business expertise through a flexing rolodex of business change and growth * Engineered Cutting Edge CRM in PHP to rival the world's best CRMs. including MS Dynamics Key achievement. Helped drive AIB to #1 MBA Provider in Australia * Functional requirements gathering and actual implementation ;* Stakeholder management in fast-paced environment :* Part of IT Steering Group providing strategic advice regarding IT Direction of business ; * Part of sales process meetings to reduce lead costs, and Drive more Student enrolments Key achievement: Engineered & developed entrepreneurial features - Driving up sales 12% * Significant. experience in Data Cleansing, Cloud / Bespoke system Migration ; * Functional documentation / disaster recovery planning; * Influential internal communicator. Negotiation with third party vendors; * Helped Grow business from 60 employees to 270+ in just three years :* Maintained and managed CRM environment, deployment, testing, as well as the main AIB website hosting infrastr

time IT manager" - until we finally hired one! 2013-09 2016-11 joblevel-normanager. Webbercorp Melbourne AU Director Senior Software Engineer Group of Internet Bi Director (Senior Software Engineer/ Solution Architect / Sales Engi) -- Self, Group o Businesses & client web services Summary, Founded and sold several sub-business

PARSED

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ACTIONS -

Businesses & client web service's Summary: Founded and sold several sub-businesses and accesses client web projects (Focus: C#/0HP) * ''Yes Sir' attitude - '' Sure, I can develop (syz) in an arcane technology Tve never heard of.'' Key achievement: Repeet punch-sbove-weight wins. Any Tech, And III deliver yours too. * Negotiating with Vendors to gain more bang for buck on SaaS products Key achievement: Built up strong business acumen and Business IT Skills - Enhancing software ongineering speed / afficiency / got it-delivered thinking * Influencing clients to reduce project scopes back into reality for their ballpark budget : * Hiring and managing co-software engineers on bigger projects. Strong Tech Lead.; * Data migration and reporting work using different tools such as Tableau / SSIS ; * Strong experience in a rolodes of development languages really rounding out my tech skills 2008-08 2013-08 job/evel-nonmanager-mid JOBAREA it 60

Advertisement Criteria

- About the Company
- Key Functions, Scope and Focus of role
- Qualifications required
- Skills and Experience to succeed

AKD is a forestry products company, growing and manufacturing sustainable quality timber products. With operations across Queensland, NSW and Victoria we have 1,000 plus strong team members who are passionate about our business!

AKD is proud of our diverse culture, that supports empowered individuals, embraces teamwork, and encourages a simple action orientated 'can do' attitude.

We are offering an exciting opportunity for an astute, self-motivated person to join our team in an accounting role supporting our Colac site. Reporting to the Colac Finance Manager, this position would suit a part-qualified or recently qualified Accountant, with flexible working arrangements or part-time hours offered for the right candidate.

The role will be responsible for tasks including:

- Preparation of financial and management reports
- Budget & Forecast preparation
- · Cashflow forecasting and management
- · Month end accounting tasks
- BAS preparation & lodgement
- · Various accounting and banking tasks to support Colac & Group Finance teams

In order to be considered for this role you will:

- · be a driven self starter, who is commercially astute
- relate well to, and engage with, a variety of stakeholders
- be suitably tertiary qualified
- · be able to communicate effectively across the entire organisation

The role would suit a finance professional seeking a role with a significantly broader scope than your traditional accounting role.

Remuneration will be commensurate with experience and organisational fit. If you have commitment, energy and are motivated to make a difference, please email your resume and cover letter to recruitment@akd.com.au using reference code 'ACC2022'.

Applications Close: 6th January 2023. Immediate start available.

Note: Pre-employment testing will be required

Identifying Key Words & Creating a Stronger Match

Identify

Target

Look at key the job advertisement, PD and resources online to determine the key criteria employers are looking for when recruiting a position

Review responsibilities and achievements listed and determine the most relevant and impactful ones Highlight words in your achievements, responsibilities and attributes that could be changed to better mirror the key words listed in the PD.

Mirror

Name

0499 999 999

email@email.com

in Linkedin.com/in/name/

CAREER PROFILE

A highly innovative Operations Manager with Mechanical Engineering, <u>maintenance</u> and asset management experience. My expertise is in process improvement and driving operational efficiencies founded on strong Mechanical Engineering principles.

I am driven by opportunities to incorporate Lean principles to uncover inefficiencies, streamline processes and reduce excess expenditure through the design of effective solutions. My collaborative, approachable and coaching leadership style has enabled me to transfer knowledge across large teams, upskill resources and implement resource planning strategies to optimize site performance.

AREAS OF EXPERTISE

Administration and Account Support

- Supervision and contribution to the daily management of administrative and client support services utilising Microsoft Office Suite- MS Word, Excel, Power Point and Outlook.
- Management of the human resource activities, including maintaining accurate records, monitoring staff replacement and ensuring all relevant compliance training is valid.

Achieve Results and Communicate Effectively

- Ability to be highly responsive and work under pressure in an ever-changing work environment whilst ensuring existing deadlines and targets are met.
- Effectively collaborates and values differences within the team to build effective relationships and make the best use of
 resources to deliver results.

Leadership and Training

- Successfully developed and delivered a comprehensive training program of a new Groups Platform for internal employees and external customers across Australia.
- Trained and mentored a direct report to achieve their career goals and receive a promotion to Corporate Sales Supervisor within 8 months.

ACADEMIC QUALIFICATIONS Course MBA Project Management BA Engineering	Institute USQ QIT	Year Completed 2001 1983

CAREER SUMMARY

Role	Name of Organisation
Operations Manager	Organisation
Process Improvement Engineer	Organisation
Mechanical Engineer	Organisation

Employment Duration Year - Year Year - Year Year - Year

What is your Career Profile?

Resume

A Career Profile summarises your professional experience and knowledge by sharing the What, How and Why in a succinct story

Elevator Pitch



Career Profile

A Customer Success Manager and Sales Administrator with over 15 years experience in the Financial Services Industry. I have a customer experience focus and passion for delivering quality customer and client care at all times.

My collaborative and proactive nature enables me to effectively streamline process and procedures to maximize efficiencies and meet business requirements.

I have been responsible for coordinating events, building authentic relationships and maintaining data integrity. My excellent communication skills allow me to take a proactive approach when working with all stakeholders to identify and understand their needs to create innovative and commercially focused outcomes.

I have a passion for expanding my knowledge, with a willingness to learn new skills for ongoing self-improvement.

Descriptor + professional title with... Describe amount and type of relevant experience

> ...**Industry background in...** Describe industry experience

> > Also possess...

Describe your work approach or specialist skills

Genuinely motivated by/strongly interested in... Describe what motivates or interests you at work

Expertise | Key Skills

- Identify key themes of Functions and Skills required for the role
- Use these Functions | Skills as subheadings
- Select the most relevant examples of your experience for each
- Can be a list, bullet points, or paragraphs



Expertise

In list format

JANE SEYMORE

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AREAS OF EXPERTISE

Customer Account Management Customer Service Strategy Planning & Implementation Sales Call Planning & Reporting New Product Launch Key Account Management

Event Coordination Sales Strategy Coaching & Training

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Experience Page 2 - 4

RELEVANT EMPLOYMENT HISTORY

Class Teacher WattleSeed C

WattleSeed Cottage Steiner Inspired Homeschool

Feb 2022 - June 2022

WattleSeed Cottage Steiner Inspired Homeschool Hub was born out of the desire to create a small community-based homeschool hub that would enable parents to have a combination of teacher-led curriculum with parent involvement.

Within the role of the Class Teacher for year levels 1 and 2, I developed a combined curriculum to facilitate age-appropriate stories, main lessons and activities for eight children.

Responsibilities

- · Partnered with parents to develop the concept and logistics of the homeschooling hub
- Designed and facilitated an enriching and engaging curriculum of main lessons and core subjects to meet the class 1 and 2 curriculums
- Organised the community support-based delivery model including parent supervision and activities
- Implemented and updated an online communication platform to ensure parents were up to date with the latest information
- Managing admin, enquiries, phone calls, planning and events
- Running and chairing community meetings, parent-teacher meetings and making personal home visits

Achievements

- Able to manage, run and organise my daily teaching tasks as well as parent body duties
- · Facilitating a calm integration from big classroom settings to a small classroom setting for the child
- Practice of peaceful disciple strategies and nurturing the emotional needs of the individual children



Responsibility Statements



 I considering receive positive bandwork and politicals from patients and family members on its ability to improve the quality of the of people white my case.

Value of Strong Achievement Statements



Provide examples of excellence in performance

Grabs the reader's attention

fr

Separates you from the competition Exemplifies your competencies Increases your chances of securing an interview

Crafting Stronger Achievements

Not Ideal

"Reduced warehousing and distribution costs for the business"

Better

"Reduced warehousing and distribution costs during the global economic downturn by outsourcing these functions"

Best

"Achieved an 18% saving on warehousing and distribution costs during the global economic downturn by strategically outsourcing these functions"



References

- Stating 'Available on request' enables you to select the most relevant reference based on the interview and role
- Avoid sharing personal contact details unless specifically requested
- When asked for referee details, provide name, position, relationship to you and work contact details
- Always ask for permission before listing someone as a reference



Share your Story

- Additional Training
- Volunteer Work
- Memberships and Affiliations
- Awards
- Publications
- Accreditations



Resume Resources on Learning Hub

25 resources

Your application toolkit

Explore how to create an impressive resume, craft cover letters, and build yo...



17 resources

Job search strategy

Leverage your network, find advertised roles and partner with recruiters and...



Your application toolkit

Explore how to create an impressive resume, craft cover letters, and build your online brand.

Capability area

Build an impressive resume
 Building your online brand and presence
 Crafting cover letters and selection
 criteria

Content type

Activity
Article
Podcast
Video



Ø 25 resources

Pick a resume template

Selecting the most appropriate resume template to share your story is the first step to success. Choose from one our templates to get...

- jobaccelenator Activity Smin read

Getting started on your resume

An introductory to the key aspects of creating a standout resume

regional and the second second



Resume writing do's and don't

- jobaccalerator - Video - 2min read





Join our Upcoming Workshops!

