

Sample Resumes

Undergraduate II resume

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Cambridge, MA 02139

Matha Maddox
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My Street
My City, My Country

EDUCATION

Massachusetts Institute of Technology (MIT)

Cambridge, MA

- Candidate for a Bachelor of Science degree in Mathematics with Computer Science
- Candidate for a minor in Management
- Relevant Coursework: Probability and Statistics, Algebra, Analysis, Discrete Math, Managerial Psychology Laboratory

June 20XX

GPA: 4.6/5.0

EXPERIENCE

Telecommunications Company

Paris, France

Operations Research Analyst

June 20XX – Present

- Assessed financial risks involved with participating in online advertising-space exchanges
- Devised bidding policies for auctions at the exchanges that led to victories three times out of five and built mathematical models around these policies to increase the company's margin from online ad-spaces by 5%

MIT Sloan School of Management

Cambridge, MA

Undergraduate Researcher

June 20XX – October 20XX

- Conducted experimental prediction markets with human and artificial intelligence to find the best tools to predict future events such as election-results or the stock market
- Developed an experiment-procedure online that reduced bias by eliminating involvement of the experimenter and saved two hours and \$200 per experiment

MIT Center for Collective Intelligence

Cambridge, MA

Undergraduate Researcher

June 20XX – October 20XX

- Conducted individual and group IQ/EQ tests on human subjects to formulate ways to measure and predict the performance of individuals working as part of a team and the efficacy of the team dynamic
- Saved four hours of experiment-time per day by redesigning the experiment-procedure so that each experiment could be held with three fewer researchers and up to six experiments could be held at the same time

MIT Tech Callers

Cambridge, MA

Caller

February 20XX – June 20XX

- Communicated with MIT alumni on behalf of the MIT Alumni Association and raised \$5,000 in donations

LEADERSHIP

MIT Student Cultural Association

Cambridge, MA

Treasurer

May 20XX – Present

- Managed \$10,000 worth of finances for a group of 400 students and raised \$3,000 in funds for their events
- Created an online system for reimbursements that made the process faster and reduced paperwork

MIT Undergraduate Association

Cambridge, MA

Member of Committee on Student Life

February 20XX – Present

- Organized a week long convention of 3,000 students with activities geared towards improving health on campus
- Linked 376 freshmen to upperclassmen with similar career objectives in a one-on-one mentoring relationship

MIT International Science and Technology Initiatives

Milan, Italy and Cambridge, MA

Advisor and Teacher

September 20XX – March 20XX

- Taught Mathematics and Physics to 500 high school students in Italy and advised teachers on inexpensive ways of making their lessons interactive that helped each school save up to \$1300 a year
- Worked with a group of 10 teachers and five principals from high-schools in Italy to prepare a report for the Italian Ministry of Education on how to make the education-system in Italy more hands-on and technology-oriented

The XYZ Newpress

My City, Country

Founder and Editor

October 20XX– May 20XX

- Led a staff of 25 high-school students to develop the first English newspaper to be printed and distributed in My Country
- Converted it to a trilingual newspaper and increased profitability by 25% in two years

SKILLS

Languages: Fluent - French and Native – Hindi

Software: LATEX, GLPK, Microsoft Office

Activities: Member-Delta Psi Fraternity, Choreographer - MIT Dance Troupe, Journalist -The Tech