



NOVA SOUTHEASTERN
UNIVERSITY

SAMPLE RESUME BOOK

CENTER FOR ACADEMIC AND PROFESSIONAL SUCCESS

3301 College Avenue,
Fort Lauderdale, Florida 33314-7796
EMAIL: caps@nova.edu



NSUFlorida

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This Sample Resume Book is meant to show you examples on how to style, format, and translate your experiences on your own resume. These samples are organized per NSU Undergraduate career sectors for your convenience. There are many ways to format and arrange your experiences to best display them to hiring managers.

You are encouraged to meet with a Career Advisor for feedback on your resume and other application documents.

You can also visit the *Resume Tips and Tricks* document on Handshake for more guidance.

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For more examples on writing a **Curriculum Vitae (CV)**, a detailed and comprehensive overview of your

Artistic Abby

Fort Lauderdale, FL / artsyabby@nova.edu / 954-262-7201 / E Portfolio: ArtisticAbby@me.com

accomplishments, please see the Curriculum Vitae (CV) resource on Handshake. CVs are more commonly used for Master's-degree and PhD holders, graduate programs, along with people applying for teaching, research, and health positions.

ART AND DESIGN SAMPLE

EDUCATION

Bachelor of Arts in Theatre

Nova Southeastern University (NSU)

May 20XX

Fort Lauderdale, FL

- Minor: Fine Art

- Razor's Edge Shark Talent

RELEVANT COURSEWORK

Lighting and Sound Design

Scene Design

Advanced Field Video Production

Performance for Film and Television

PROFESSIONAL EXPERIENCE

Disney College Program Participant

Walt Disney Company

January 2020 – May 2020

Orlando, FL

- Executed the Walt Disney Company mission through meeting monthly merchandizing quotas
- Maintained the stores organizational floor plan and ensured that all merchandizing orders were stocked
- Related store policies and procedures to Walt Disney World guests

Concessions

NSU Art Museum

August 2019 – January 2020

Fort Lauderdale, FL

- Coordinated museum guest tours and executed event planning logistics for corporate sponsors
- Communicated with museum guests and answered any questions they had on art pieces
- Led museum tours and informed guests on the history of art pieces within the exhibit

Camp Counselor

Rose and Alfred Miniaci Performing Arts Center

May 2018 – August 2019

Fort Lauderdale, FL

- Supervised campers between the ages of 4 and 10 in daily activities ensuring their safety
- Produced end of summer theatre shows demonstrating camper's proficiency in acting theory
- Engaged with campers' parents in informing them of the progress and camp upcoming events

Lighting Design Intern

Broward Center Summer Camp

August 2017 – May 2018

Fort Lauderdale, FL

- Met with the Director of Production and modeled the lighting blueprint for each show
- Attended rehearsals and blocked out lighting cues for managers & actors participating the productions
- Assist in the load by working with the lighting crew to set up all scene changes and light cues

CAMPUS INVOLVEMENT

Open Expressions, member

Campus Cursive, member

August 2017 – Present

August 2017 – Present

KEY SKILLS**Computer:** Adobe Creative Suite (Photoshop, Illustrator, InDesign), Premier Cut Pro, Final Cut Pro**Technical Theatre:** Orthographic Projection, Sound Techniques, Carpentry, Script Writing**BUSINESS SAMPLE****Launchpad McQuack**

1201 Marketing Place Miami, FL 33165 | (954) 262-7201 | Lm@yahoo.com | LinkedIn URL

EDUCATION**Bachelor of Science in Business Administration in Marketing***Nova Southeastern University (NSU)*

May 20XX

Fort Lauderdale, FL

- Concentration: Professional Sales

- Minor: Management

MARKETING EXPERIENCE**Lifestyle Magazine***Social Media Intern*

Summer 20XX

Fort Lauderdale, FL

- Created and executed engaging content on social media platforms including Facebook, Twitter, Pinterest
- Enhanced the organization's social media presence by increasing followers by 50%
- Developed and implemented a social media campaign to strategically publish content

CBS Interactive*College Representative*

Summer 20XX

Long Island, NY

- Led a high-grossing, on campus marketing and sales campaign
- Created and strategically placed marketing pieces to increase sales of our product
- Increased company awareness by utilizing social media such as Facebook and Instagram

The Office of Career Development, NSU*Lead Career Ambassador*

August 20XX – April 20XX

Fort Lauderdale, FL

- Collaborated with staff to create an effective training process for incoming ambassadors that encourages staff development
- Created strategic marketing plans that engage students to attend campus wide events
- Delivered and developed career related presentations such as networking at numerous workshops

LEADERSHIP EXPERIENCE**Cozy Corners, NSU***Vice President*

September 20XX - Present

Fort Lauderdale, FL

- Lead an executive board of 8 students, ensuring all positions were performing to their highest ability
- Collaborate with numerous student organizations while promoting campus wide involvement for community service projects

Razor's Edge Leadership Scholarship Program, NSU*Delta Class Member*

August 20XX- Present

Fort Lauderdale, FL

- Recognize scholarship program awarded for demonstrated leadership and academic achievement
- Participate and attended numerous leadership conferences, symposiums, and panels which created an avenue to put leadership skills into practice
- Engage in various college level leadership classes to further develop leadership skills

COMMUNITY INVOLVEMENT**Miami Dolphins Special Teams, Volunteer**

May 20XX - September 20XX

Feeding South Florida, Volunteer

January 20XX - May 20XX

KEY SKILLS

- Marketing Research
- Negotiation
- Microsoft Office (Excel)

COMPUTER SCIENCE SAMPLE

Fort Lauderdale, FL
954.000.0000
gracehopper@gmail.com

Grace Hopper

linkedin.com/in/gracehopper
github.com/ghopper92
ghopperblog.wordpress.com

EDUCATION

Bachelor of Science in Computer Science	May 2020
<i>Nova Southeastern University (NSU)</i>	Fort Lauderdale, FL
<ul style="list-style-type: none"> • GPA: 3.5 	<ul style="list-style-type: none"> • <u>Minor</u>: Mathematics

TECHNICAL SKILLS

Languages: JavaScript, C++, HTML, Ruby, C#, Python	Software: Adobe Photoshop
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PROFESSIONAL EXPERIENCE

Nova Southeastern University	Month Year – Present
<i>Math Tutor</i>	Fort Lauderdale, FL
<ul style="list-style-type: none"> • Work one-on-one with students to improve and further their understanding of mathematical concepts • Contribute to raising a student’s grade from a D to B within one semester by teaching valuable study skills, reviewing topics, and answering questions related to course material • Create session reports to track progress of each student and ensure academic needs are met 	
Outback Steakhouse	Month Year – Month Year
<i>Hostess</i>	Fort Lauderdale, FL
<ul style="list-style-type: none"> • Greeted and led customers to their tables, giving them a positive first impression of their dining experience • Scheduled dining reservations, arranged set-up for large parties, and worked with management on special requests • Provided management with recommendations for improved processes to enhance customer satisfaction 	

ACADEMIC PROJECTS AND EVENTS

Nova Southeastern University	Month Year – Month Year
<i>Search Engine Optimization (SEO)</i>	Fort Lauderdale, FL
<ul style="list-style-type: none"> • Utilized SEO best practices to enhance website for search engine rankings, helping to capture the attention of the target audience • Resolved memory corruption and other technical issues by leveraging strengths in coding, debugging, and integration testing 	
Citrix	Month Year – Month Year
<i>Team Case Competition</i>	Fort Lauderdale, FL
<ul style="list-style-type: none"> • Conducted research to develop a mobile application for the Human Resources department with a unique welcoming approach for the interview process • Managed design, layout, and User Interface flow of features to visually conceptualize structure of the application • Collaborated with Business students to solve issue for the HR department and create an easy to use mobile application leading to increased engagement and experience during on-site interviews • Presented to Citrix Human Resources and Technology employees at an on campus competition event 	
Office Depot Hack-a-thon	Month Year – Month Year
<i>Winner</i>	Fort Lauderdale, FL

- Designed a web-based application in a team of 4 people to solve Office Depot's virtual shopping cart reporting and data issues
- Executed web development utilizing HTML5 and C+ programs

EDUCATION SAMPLE

Oliver Queen

3625 College Ave, Fort Lauderdale, FL 33314 | (904) 422-6183 | oq9999@mynsu.nova.edu

EDUCATION

Bachelor of Science in Elementary Education

Nova Southeastern University (NSU)

- Minors: Computer Science and Robotics

May 2020
Fort Lauderdale, FL

TEACHING EXPERIENCE

Student Teacher – 5th Grade / *Saint Mary's Catholic School* / Chicago, IL

August 2019 – Present

- Teach Mathematics, Environmental Science, US History and Geography to a class of 22 students
- Organized and executed a field trip for 18 students to the Museum of Science and Industry
- Provide after school tutoring for 4th and 5th graders that were struggling in Mathematics and Environmental Science
- Coach the student Math Club three hours a week in preparation for the Illinois State Math Olympics

Student Teacher – 7th Grade / *NSU University School* / Fort Lauderdale, FL

January 2019 – June 2019

- Taught Elementary Robotics and Programming to a class of 17 students
- Founded an E-Sports Club for students interested in robotics, videogames, and software development, six students competed in 2 state tournaments for robotics and one national E-Sport event
- Co-Presented with Blizzard Entertainment on the "Effects of Positive and Direct Communication on Goal Achievement in Online Gameplay"

Camp Counselor (Summer) / *Boy Scouts of America – Troop 280* / Blue Island, IL

June 2016 – August 2018

- Led groups of 10-15 Boy Scouts on week-long biking, hiking and boating trips, teaching specific skills necessary for each trip including leave-no-trace camping, morals & ethics, and outdoor gathering & cooking skills
- Taught leadership skills to four senior members of Troop 280, establishing an effective leadership ladder for future Boy Scouts
- Organized a two-week trip to the Everglades National Park, to teach about different environmental flora and fauna, and diverse gathering and cooking methods

LEADERSHIP EXPERIENCE

President / *NSU Club Soccer* / Fort Lauderdale, FL

December 2018 – May 2019

- Developed and managed new talent recruitment process, leading to an increase in team effectiveness in game play, raising number of in-league games won from 13 (2017-2018) to 18 (2018-2019)
- Helped coordinate tournaments and systemized scheduling for practice and games throughout the semester
- Hired new coach and assisted with training development and implementation

COMMUNITY INVOLVEMENT

Youth Tutor / *Code 4 Kids* / Fort Lauderdale, FL

September 2018 – Present

- Volunteered two days a week at an after-school program for middle school and high school students providing basic coding skills and engaging students in different cocurricular projects involving coding and programming

SKILLS AND ADDITIONAL INFORMATION

Technical Skills: Microsoft Office Suite, MATLAB, Aqion, Delta Drawing, Cartopedia, NASA World Wind

Language Skills: Spanish (Fluency), French (Intermediate Fluency)

Professional Interests: Cognitive Psychology, Programming for Instructional Design, Student Information Systems

ENGINEERING SAMPLE

Edward Engineering

Fort Lauderdale, FL | (954) 262-7206 | ee192@mynsu.nova.edu | [linkedin.com/in/Edward-engineering](https://www.linkedin.com/in/Edward-engineering)

EDUCATION

Bachelor of Science in Engineering

Nova Southeastern University (NSU)

May 20XX

Fort Lauderdale, FL

- Concentration: Biomedical Engineering

Study Abroad

Stellenbosch University

Summer 20XX

Stellenbosch, South Africa

- Concentration: Biomedical Engineering Solutions of African Health

SKILLS

Computer Applications: Minitab; Mathworks MATLAB; AutoCAD; Electromyograph analysis software

Languages: C++; Oracle Java; Python; R

Laboratory Tools: Nuclear Magnetic Resonance; autoclave; Electrometers; Biopac; Instron; Oximeter

PROJECTS

Standardization of Portable Vitals Monitoring Device

Month 20XX – Month 20XX

Senior Capstone Design Project II

Fort Lauderdale, FL

- Designed and developed portable vitals monitoring device utilizing the principles of engineering and biobehavioral sciences
- Evaluated the mechanics and safety features of the device, ensuring it meets national standards

PROFESSIONAL EXPERIENCE

Biomedical Engineering Intern

Month 20XX – Present

Stryker Corporation

Orlando, FL

- Employ risk management theory when evaluating the safety, efficiency, and effectiveness of biomedical equipment
- Design technology that assists individuals with disabilities in completing daily tasks
- Adapt computer software for medical purposes and communicate with company clients in ensuring it meets their expectations
- Collaborate with a team of medical scientists, engineers, and physicians in design verification

Research Assistant

Month 20XX – Month 20XX

College of Computing and Engineering, NSU

Fort Lauderdale, FL

- Conducted research alongside medical scientists on the engineering aspects of the biological systems of humans and animals
- Developed models and or simulations of neurological implants employing the defect tracking software
- Researched new materials and analyzed literature reviews of past research projects

PROFESSIONAL ASSOCIATIONS

Biomedical Engineering Society, member

Month 20XX – Present

NSU Chapter of the Florida Society of Engineers, member

Month 20XX – Present

Student Research Society, member

Month 20XX – Present



ENVIRONMENTAL SCIENCE / MARINE BIOLOGY SAMPLE

Mako Resume

Davie, FL | 954-262-7201 | career@nova.edu | LinkedIn URL

EDUCATION

Bachelor of Science in Marine Biology

Nova Southeastern University (NSU)

May 20XX

Davie, FL

CERTIFICATIONS

Florida Master Naturalist

December 20XX

FIELD EXPERIENCE

Environmental Science Intern

Everglades Ecology and Conservation

Miami, FL

Month 20XX – Month 20XX

- Examined the main biological and physical features of South Florida and its ecological processes
- Evaluated the main anthropogenic threats to the Everglades ecosystem through a group project of four peers

Summer Rotational Intern

Natural History of South Florida

Weston, FL

Month 20XX – Month 20XX

- Utilized field guides to identify South Florida flora and fauna while making note of ecosystems and habitat types used by South Florida species
- Developed a project researching the effects of airboat tours on wading bird nests

ENVIRONMENTAL STEWARDSHIP EXPERIENCE

Green Sharks, NSU

Davie, FL

Club Member

Month 20XX – Month 20XX

- Volunteer at campus clean up events to beautify the campus and educate peers about pollution
- Attend bi-monthly club meetings to learn about current environmental topics locally and globally

Gumbo Limbo Nature Center

Boca Raton, FL

Naturalist

Month 20XX – Month 20XX

- Conduct weekly scheduled public Boardwalk/Ashley Trail, facility, and offsite tours at Wakodahatchee Wetlands for small and large group visitors
- Interact with visitors in small and large groups and educate them about facility mission and local environment

Marine Aquarium Guide

Month 20XX – Month 20XX

- Properly identified fish and marine animals in the tanks to educate guests about marine life
- Monitored animal behavior to ensure health and safety of the aquarium animals
- Assisted in training new Marine Tank Guide volunteers as needed

LEADERSHIP EXPERIENCE

Nature Club, NSU

Davie, FL

Secretary

Month 20XX – Present

- Maintain club membership records by keeping track of graduating members and inputting new members into the club roster each semester
- Ensure monthly meetings are organized and documented to promote efficiency of club business

Year Experience Course (UNIV 1000), NSU

Davie, FL

Peer Leader

Month 20XX – Month 20XX

- Facilitated a First Year Seminar course alongside a faculty member with a class of 20 students



- Hosted in class icebreakers and activities to reinforce course objectives and support college transition
- Supported students outside of class by creating and actively engaging on a class group chat

FINANCE / ACCOUNTING SAMPLE

Doug Funny

Miami, FL 33315 | (954) 262-7201 | DougFunny@yahoo.com

EDUCATION

Master of Business Administration

Nova Southeastern University (NSU)

- Concentration: Finance

May 2020
Fort Lauderdale, FL

Bachelor of Science in Business Administration in Finance

Nova Southeastern University (NSU)

- Minors: Accounting and Entrepreneurship

May 2018
Fort Lauderdale, FL

KEY SKILLS

Languages: Fluent in English and Spanish

Computer: MS Office, Hyperion, Excel (Pivot Tables, V-lookups)

FINANCE EXPERIENCE

Finance Consultant

Miami Beach Bank

December 20XX - Present
Miami, FL

- Provide financial and administrative support to Finance Manager and Operations Management related to billing and payroll
- Monitor and resolve bank issues including fee discrepancies, returned checks, wires and ACH
- Reconcile and maintain all balance sheet accounts, prepare analysis of accounts as requested
- Build rapport and client relationships by tailoring and communicating independent financial plans
- Prepare journal entries and assist Director of Finance and Accountant with monthly closings and preparation

Finance Intern

ABC Healthcare

May 20XX - August 20XX
Boca Raton, FL

- Performed and reviewed variance analysis to provide forecast figures on performance projections
- Identified accounting and auditing issues: performed research to solve issues that arise and reviewed client accounting and operating procedures and systems of internal control
- Provided recommendations for improved controls that enhanced business processes
- Developed a visual representation for new employees of how company was structured and how departments' process affects one another; resulted in increased awareness and efficiency by 15%

CUSTOMER SERVICE & SALES EXPERIENCE

Retail Sales Associate

Office Depot

May 20XX - August 20XX
Hollywood, FL

- Communicated valuable information to customers while adapting to their needs to ensure satisfaction
- Engaged customers in a strategic manner and assessed cross sale opportunities for items that matched their shopping interest
- Addressed and adapted to difficult situations such as customer complaints by remaining calm and responding appropriately
- Collaborated with other sales associates in maintaining store and supporting various areas of the store

FINANCE PROJECTS

Stock Analyzing Software Project

Independent Project

February 20XX
Fort Lauderdale, FL

- Test and design trading algorithms and utilize programming skills to compute the process of analyzing stocks
- Screened stocks from stock market based on fundamental analysis
- Utilized technical analysis techniques on stocks and identified as fundamentally strong in order to determine stock trends

PROFESSIONAL AFFILIATIONS

Finance & Economics Club, Member

DECA, Member

FUNCTIONAL SAMPLE

OSCAR MEYER

242 Main St. Davie, FL 3331

(954) 555.0320

omeyer@gmail.com

EDUCATION

Bachelor of Arts in Art and Design

Nova Southeastern University (NSU)

May 2012

Fort Lauderdale, FL

- Concentration: Graphic Design

PROFESSIONAL EXPERIENCE

Design

- Use Adobe Photoshop and Illustrator CS3 to generate new images and edit art work as necessary
- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts to promote on-campus student organization
- Confer with executive board to discuss and determine layout design for all marketing materials, including posters, T-shirts, and flyers
- Maintain archive of images, photos, or previous work products both in print and electronically
- Assist with the coordination of an exhibit installation, helping with design, constructing displays, dioramas, display cases, and models, and ensuring the availability of necessary materials
- Prepare rough drafts and scale working drawings of sets, including floor plans and properties to be constructed
- Participate in the construction, erection, or decoration activities in order to ensure that sets or exhibits meet design, budget, and schedule requirements

Communications

- Presented museum tours of exhibits to groups of 15 on a daily basis
- Select program content, in conjunction with producers and assistants, based on factors such as program specialties, audience tastes, or requests from the public
- Host a weekly night-time radio show with a co-host playing music by request
- Read news flashes to inform audiences of important upcoming events on campus
- Comment on music and other matters, such as weather or traffic conditions
- Discuss various topics over the telephone with listeners

EMPLOYMENT HISTORY

Intern

Museum of Contemporary Art

May 2010 – August 2010

North Miami, FL

Radio Announcer

Radio X

August 2009 – Present

Davie, FL

Marketing Chair

Life, Camera, Reaction

January 2009 – Present

Davie, FL

COMMUNITY SERVICE

Miami Children's Museum, *Volunteer*

May 2008 – Present

PROFESSIONAL AFFILIATIONS

American Institute of Graphic Arts, *Member*

January 2010 – Present

GOVERNMENT SAMPLE

Johnny Appleseed

Davie, FL 33314 | (703) 555-5555 | johndoe@email.com | LinkedIn URL
Veteran Preference: 5-Point Preference

Job Announcement # | Job Title | Job Grade

EDUCATION

Master of Business Administration in Human Resources

Nova Southeastern University

May 20XX
Ft. Lauderdale, FL

- Completed Semester hours: 58
- GPA: 3.5

Bachelor of Science in Criminal Justice

Nova Southeastern University

August 20XX
Fort Lauderdale, FL 33314

- Minor in Humanities

ADDITIONAL TRAINING

Leadership Architect: Lominger Competency Modeling

The Korn/Ferry Institute

April 20XX
Minneapolis, MN 55402

Introduction to Conflict Analysis and Resolution

Nova Southeastern University

December 20XX
Fort Lauderdale, FL 33314

Correctional Probation Officer Academy

Broward College Institute of Public Safety

May 20XX
Fort Lauderdale, FL 33301

- 412 hours Basic Recruit Training Academy
- 80 hours CMS Firearms Training

PROFESSIONAL EXPERIENCE

Max's Supply Company

Organizational Development Consultant

Full Time

Supervisor: Mellissa Brown

123 Main Street, Miami, FL 33131

123 Main Street Miami, FL 33131
July 20XX – September 20XX
Annual Salary: \$72,000
Contact Supervisor: Yes
555-123-6541

- Provide strategic and operational management support for organizational effectiveness, change management and strategic human resources planning and organizational design.
- Develop, execute, and manage global rewards and recognition programs including gathering and screening nominations, selecting panels, coordinating calibration meetings, tracking expenses.
- Develop and execute programs, procedures and guidelines to help align the workforce with the strategic goals of the company. Analyze data and assess organizational needs and opportunities, as well as identifying recommendations for enhancing and leveraging processes.
- Develop and implement performance management appraisal process and development plans.
- Assist in the coordination of all aspects pertaining to organizational restructures, RIFs, mergers, and acquisitions.

Human Resources Learning and Development Programs Coordinator

Full Time

Supervisor: William Smith

123 Main Street, Miami FL 33131

May 20XX – July 20XX
Annual Salary: \$56,000
Contact Supervisor: Yes
555-123-9874

- Executed the logistics of various executive leadership and professional development trainings, workshops, and corporate events.



- Designed and executed onboarding program, internship program, and corporate employee engagement events.
- Designed, executed, and analyzed onboarding survey to 200+ survey respondents and refer recommendations and take appropriate actions.
- Facilitated Corporate New Hire Orientations and campus tours and several roundtable discussions.
- Managed the Learning Management System and tracked all pre-requisite requirements (360 feedback, Insights, pre-reading, projects, etc.), maintained up-to-date associate training records, and managed budgeting and purchasing for all learning and development trainings.

Florida Department of Corrections

Correctional Probation and Parole Officer

Full Time

Supervisor: Robert Marker

1599 SW 187th Avenue, Miami, FL 33194

1599 SW 187th Avenue, Miami, FL 33194

January 20XX – May 20XX

Annual Salary: \$36,000

Contact Supervisor: Yes

555-665-8364

- Conducted investigations and prepared reports for the court with recommendations. Interviewed offenders and their families, as well as collecting background data.
- Enforced court-ordered supervision requirements. Maintained personal contact with offenders. Investigated employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Addressed substance abuse, mental health, domestic violence, and implemented necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Analyzed and resolved disputed issues and presenting unresolved issues to the court for resolution. Assessed defendants'/offenders' level of risk and develop strategies for controlling and correcting risk management.
- Communicated with other Law Enforcement Agencies concerning the offenders' behavior and conditions of supervision. Identified and investigated violations and implemented appropriate alternatives and sanctions.

Florida Department of Education

Student Assistant

Part Time

Supervisor: Karen Roberts

325 W Gaines St, Tallahassee, FL 32399

325 W Gaines St, Tallahassee, FL 32399

October 20XX – November 20XX

Hourly Wage: \$6.50

Contact Supervisor: Yes

555-387-7894

- Assisted in coordinating various Charter School workshops throughout the state of Florida.
- Facilitated campus tours for new student employees.

PROFESSIONAL AFFILIATIONS

Society of Human Resource Management (SHRM)

20XX – Present

3501 Patricia Lane ■ Fort Lauderdale, FL 33175
(954) 262-7201 ■ clairetemple@gmail.com

EDUCATION

Bachelor of Science in Nursing

Nova Southeastern University (NSU)

GPA: 4.0

May 20XX
Fort Lauderdale, FL

CERTIFICATIONS

Registered Nurse: *Florida Department of Health*

Pending: Taking NCLEX June 29th, 20XX

Basic Life Support (BLS): *American Heart Association*

Current

Advanced Cardiac Life Support (ACLS): *American Heart Association*

Current

PROFESSIONAL NURSING EXPERIENCE

Nurse Extern

May 20XX – July 20XX

Hospital ABC

Orlando, FL

- Supported a diverse population of patients in a large academic health sciences hospital setting
- Shadowed Neonatal ICU nurses on a regular basis to gain more exposure to the unit
- Observed other nurses and interacted with patients in multiple diagnostic and recovery areas including surgical, critical care and pediatrics units
- Communicated with nurses to develop and carry out patient's plan of care
- Ensured patient safety and wellbeing by using strong time management skills to maintain high patient interaction
- Built rapport with patients to provide patient-centered care and advocated for patient's needs

CLINICAL EXPERIENCE HIGHLIGHTS

Medical/Surgical I Rotation: *Hospital ABC*

January 20XX – Present

- Assisted nurses and staff in providing care for surgical and orthopedic patients
- Performed basic bedside procedures including vital signs, blood glucose monitoring, and Foley catheter care
- Gained experience in the various routes of medication administration

Medical/Surgical II Telemetry Floor: *Hospital ABC*

September 20XX – December 20XX

- Assisted nurses and staff in providing care for patients on a step-down trauma/telemetry unit
- Developed skills pertaining to neurovascular assessments, cast care, and chest tubes
- Provided patient education and teaching regarding antihypertensive medications

Critical Care Unit-Clinical Practicum Experience: *Hospital ABC*

January 20XX – August 20XX

- Collaborated with nurse preceptor in formulating a plan of care for patients with acute cardiovascular conditions
- Provided care to patients requiring endotracheal intubation and mechanical ventilation

HEALTHCARE VOLUNTEERING & COMMUNITY INVOLVMENT

Hospital ABC, Volunteer

May 20XX – Present

Rotaract Club, Member

August 20XX – Present

LEADERSHIP EXPERIENCE

Event Planner

December 20XX – Present

Student Nursing Association, NSU

Fort Lauderdale, FL

- Plan fundraising events and coordinate professional development opportunities including logistics for national conference

Peer Mentor

January 20XX – Present

College of Nursing, NSU

Fort Lauderdale, FL

- Assist nursing peers in preparing for exams and provide individual support to new nursing students

PRE-HEALTH SAMPLE

Wonder Woman

7580 Graduate Way, Fort Lauderdale, FL 33314

wonderwoman@gmail.com | (954) 262-7201

EDUCATION**Bachelor of Science in Biology***Nova Southeastern University (NSU)*May 20XX
Fort Lauderdale, FLCERTIFICATIONS & LICENSURE**Basic Life Support (BLS), American Heart Association**

Current

KEY SKILLS*Languages:* Fluent in English and Spanish*Computer:* MS Office, AdobePRE-DENTAL EXPERIENCE**Name of Organization**

August 20XX - Present

Active member

Fort Lauderdale, FL

- Market multiple 'name of program' events to the community using social media and word of mouth
- Assist with campus community service events such as Read for the Fun of It and Give Kids a Smile
- Network with faculty and other campus organizations to collaborate on joint projects and events
- Create teeth molds at NSU's annual Impression Workshop

Name of Organization

October 20XX

Co-President

Fort Lauderdale, FL

- Surveyed students and university professionals to assess need of educational programs in oral health
- Managed organization's social media pages and effectively promoted events

SHADOWING EXPERIENCE**Dr. Batman Jones, D.M.D, Pediatric Dentist**

Summer 20XX

Shadowing Intern

Ft. Lauderdale, FL

- Shadowed a variety of dental procedures and gained significant knowledge on preparing patients, setting up for procedures, taking impressions, and x-rays
- Exposure on how to communicate effectively and use sound judgement when interacting with patients

Clinical Exploration Program, NSU

April 20XX - Present

Shadowing Intern

Fort Lauderdale, FL

- Shadow students in medical professions within NSU's medical and health clinic
- Complete HIPPA and OSHA training ensuring awareness of workplace hazards and privacy regulations

PROFESSIONAL EXPERIENCE**Dr. Superman Smith, M.D., Periodontist**

Summer 20XX

Check-in/ Office Assistant

Tampa, FL

- Greeted patients, entered data, and reorganized medical records and charts
- Participated in team meetings and provided input on engaging activities for upcoming community events

LEADERSHIP EXPERIENCE**HOSA: Future Health Professionals**

January 20XX - Present

Secretary, NSU

Fort Lauderdale, FL

- Provide advising on medical presentations to students and presented at national and regional conferences

Operation Smile Club

September 20XX - Present

Member, NSU

Fort Lauderdale, FL

- Increase club events attendance by 15% through networking efforts with other organizations and faculty members

RESEARCH EXPERIENCE

Research in Immune Response in Vectors

Dr. Green Lantern, NSU

August 20XX - Present
Fort Lauderdale, FL

- Explore the effects of insects transmitting parasites to humans causing diseases
- Address how these vectors recognize and kill parasites, or allow them to develop and get transmitted

Research in Health of Aging

Dr. Aquaman Williams & Cyborg Jones, NSU

January 20XX - May 20XX
Fort Lauderdale, FL

- Analyzed male and female life expectancy for all races in the U.S. using statistical computer to discover disparities
- Created and reported data through the proper data sets to ensure the most accurate results

COMMUNITY INVOLVEMENT

Ronald McDonald

Volunteer

April 20XX - Present
Weston, FL

- Present to elementary school children on the importance of dental hygiene and proper brushing and flossing techniques
- Organize events to collect wish list items for the organization's pantry, resulting in over 200 donations

NSU Dental Mission Trip

Missionary

Summer 20XX
Dominican Republic

- Collaborated with dental students in acquiring supplies for the mission trip
- Assisted dental students with procedures while helping with translations to Spanish

The National Children's Oral Health Foundation

Volunteer

October 20XX
Orlando, FL

- Organized the Tomorrow's Smiles program event to provide pro bono restorative oral health services to at-risk teens

PRESENTATIONS

Lane, Lois. (20XX). *A Dental Job Search Preparation*. Nova Southeastern University.

- Presented to over 50 4th year NSU dental students on how to utilize the Career Development resources in preparation for their residency

PRE-LAW SAMPLE

Mary Advocate

3301 College Avenue Ft. Lauderdale, FL | (954) 262-7201 | advocm@mynsu.nova.edu

EDUCATION

Bachelor of Arts in Criminal Justice

Nova Southeastern University (NSU)

Minor: International Law

May 2021
Ft. Lauderdale, FL

LAW-RELATED EXPERIENCE

Intern

May 2020 - August 2020

Office of the Special Representative of the Secretary General for Children and Armed Conflict.

Remote

- Conducted research and attended working groups on the state of children in conflicts in Cote d'Ivoire, Sudan, and Colombia
- Managed media relations related to the release of a Security Council Resolution including compiling media and other contacts, distributing press release and relevant materials, and fielding interview requests

Global Leader Intern

May 2019 – August 2019

Congressional Hispanic Leadership Institute

Washington, D.C.

- Worked in Congressional and corporate offices in Washington D.C. to gain exposure to various offices on the Hill
- Participated in project-based programs working to strengthen public policy supporting Latinx Americans
- Enrolled in an Advanced Governmental Relations course at George Washington University

Administrative Assistant

August 2018 - December 2018

Child Support Enforcement of Broward County

Ft. Lauderdale, FL

- Provided office assistance through data entry and filing and learned about courtroom procedure through observation

LEADERSHP EXPERINCE

Honor System Outreach Coordinator

August 2020 - Present

NSU Honor System

Ft. Lauderdale, FL

- Served as Honor System Outreach Coordinator charged with educating students and others about honor issues
- Previously served as Vice Chair of the Honor Court, chairing hearings involving alleged violations of the Honor Code

RESEARCH

“Achieving a Delicate Balance: US Foreign Policy Towards Cuba”

September 2018 – May 2019

Department of History & Political Science, NSU

Ft. Lauderdale, FL

- Selected as University's representative in year-long program centered on researching, writing, and defending an original thesis related to the Presidency

RESEARCH SAMPLE

Razor Research

career@nova.edu | 954-262-7201 | Fort Lauderdale, FL

LinkedIn URL | Portfolium URL

EDUCATION

Bachelor of Science in Psychology

Nova Southeastern University (NSU)

December 20XX

Fort Lauderdale, FL

- Minors: Research Studies, Public Health
- GPA: 3.60

RELEVANT COURSEWORK

- Seminar in Research Design and Implementation
- Psychological Research Methods
- Foundations of Clinical and Counseling Psychology

KEY SKILLS

- R Programming
- Data Collection
- Creative Problem Solving
- Excel Pivot Tables

RESEARCH EXPERIENCE

Curie Class Member

Razor's Edge Research Scholar Program, NSU

August 20XX - Present
Fort Lauderdale, FL

- Conduct Field Experience research on usage of campus offices such as the Writing and Communications Center
- Attend seminars to learn about research conducted by NSU faculty members

Medical and Psychological Skills Case Competition

Office of Career Development, NSU

January 20XX - April 20XX
Fort Lauderdale, FL

- Researched factors contributing to post-traumatic stress disorder and psychologistic effects of dramatic events
- Collaborated with a group of 4 students in Biology and Public Health disciplines to prepare data on performing medical procedures and psychological assessments on patient actors
- Attended four workshops with the U.S. Army and healthcare professionals regarding topics such as HABC/bleeds management, airway and respiration, and triage evacuation

Research Study: The Role of Visual Memory in Text Comprehension

Department of Psychology and Neuroscience, NSU

September 20XX – January 20XX
Fort Lauderdale, FL

- Performed Research Assistant duties in a study which examined how visual and spatial memory affects comprehension of text. Assisted in screening participants and administering instructions and experiment tasks.
- Administered some cognitive tasks to the participants as well as a series of passages to read in order to collect data for the purpose of the study.

LEADERSHIP EXPERIENCE

IOC Chair

Psychology Club, NSU

August 20XX – Present
Fort Lauderdale, FL

- Represent the club at monthly Inter Organizational Council meetings by sharing club updates and taking note of information to report back to the club at large

Ritual Chair

XYZ Sorority, NSU

December 20XX – December 20XX
Fort Lauderdale, FL

- Educate 60 chapter members on proper ceremonial procedures by facilitating semesterly workshops

SOCIAL SCIENCE SAMPLE

Suzy Shark

6540 Social Science Blvd, Miami FL 33175
(954) 262-7201 Suzyshark@yahoo.com

EDUCATION

Bachelor of Science in Sociology

Nova Southeastern University (NSU)

December 20XX
Fort Lauderdale, FL

- Alpha Kappa Delta International Sociology Honor Society Spring 2016; GPA: 3.89

KEY SKILLS

- *Languages*: Fluent in Spanish and German
- *Computer*: Microsoft Office Suite and SPSS

PROFESSIONAL EXPERIENCE

Student Brand Ambassador

September 20XX-Present
Fort Lauderdale, FL

The Princeton Review Test Prep

- Manage the Princeton Review's image and assists in the promotion of its courses through positive word of mouth at the collegiate level
- Develop relationships with student networks and organizations on campus and increased NSU campus subscriptions by 10%
- Present fun and educational workshops to students about the Princeton Review test prep packages and practice tests

Intern, Caribbean Women Studies

May 20XX-August 20XX
Washington, D.C.

National Organization for Women

- Collaborated with the Senior Vice-President to create and implement curriculums, workshops, and presentations on women's health and safety
- Counseled, advised, and provided clinical services to women regarding various health topics
- Managed a \$20,000 budget during the planning of the 2016 Women for Health Conference
- Served as member of the interdisciplinary treatment team including physicians, psychologists, and ancillary staff

Shark Preview Leader

January 20XX-April 20XX
Fort Lauderdale, FL

Office of Orientation, NSU

- Executed campus visits of over 500 prospective students to recruit a diverse group of new students
- Lead a small group of 20-22 first-year students throughout the Orientation program
- Provided exceptional peer relationship building with prospective students through hosting, campus tours, and easing nerves

Peer Leader

January 20XX-May 20XX
Fort Lauderdale, FL

Nova Southeastern University

- Contacted and assisted commuter students to get involved on campus
- Collaborated with staff to create fun and creative events for commuter students
- Mentored a group of 15 commuter students throughout the semester

Orientation Coordinator

August 20XX-February 20XX
Fort Lauderdale, FL

Nova Southeastern University

- Encouraged students to establish meaningful connections with first-year students during their transition to the University
- Partnered with 7 staff members to create schedules, activities, and ideas to promote the University
- Executed and organized events to help train and develop 15 Orientation Leaders

RESEARCH EXPERIENCE

Research Assistant

January 20XX-Present
Fort Lauderdale, FL

Dr. Jacqueline Makins, NSU

- Understanding how magazine images influence women's sense of self both positively and/or negatively
- Rates NSU college women's sense-of self with media images using the Rosenberg Self-Esteem scale
- Analyze statistical data from the scale to determine whether media images build or break women's sense-of-self

LEADERSHIP EXPERIENCE

President's 64, Member

August 20XX-Present

- Select for President's 64 program which recognizes student leaders whose purpose is to strengthen NSU and its community through various initiatives and programs

Honors Program Shark Preview Days, Member

February 20XX-March 20XX

- Interviewed and evaluated potential NSU students interested in the Honors Program and provided necessary feedback to the leadership team
- Engaged parents and students during an information session to provide them with all the resources NSU offers

Shark Shadow Program, Member

October 20XX

- Selected by the Career Development Office to shadow the President of the Diversity, Women and Equity Alliance in order to gain first hand insight on creative solutions to women issues

ACHIEVEMENTS

Department of Conflict Resolution Studies Interviewee
Horizon Magazine Interviewee
American Association of University Scholarship
Honors Program Scholarship
President Hanbury Undergraduate Endowment
Horvitz Presidential Scholarship Endowment

February 20XX
 January 20XX
 Fall 20XX
 Winter 20X
 August 20XX-Present
 August 20XX-Present

COMMUNITY INVOLVEMENT

United Way of Broward County's Women United
SuessFest
Women In Distress Safe-Walk Run
Community Fest
Alzheimer's Walkathon
March of Dimes
Relay for Life

September 20XX-Present
 November 20XX
 June 20XX
 February 20XX
 October 20XX
 March 20XX
 April 20XX-20XX

PROFESSIONAL AFFILIATIONS

Nature Club, Member
NSU Public Health and Education Outreach, Member
Student Government Association, OSB
Emerging Leaders Program, Member

August 20XX- Present
 September 20XX-Present
 March 20XX- May 20XX
 January 20XX- May 20XX

STUDENT ATHELETE SAMPLE

Christopher Robin

Fort Lauderdale, FL 33314 | crobin@gmail.com | (954) 262-7201

EDUCATION

Bachelor of Science in Exercise and Sports Science
Nova Southeastern University (NSU)

- Relevant Coursework: Strength and Conditioning, Sport Psychology, Kinesiology,

May 2022
 Fort Lauderdale, FL

CERTIFICATIONS & LICENSURE

Basic Life Support (BLS), American Heart Association

Current

KEY SKILLS*Languages:* Fluent in English and Spanish*Computer:* MS Office, Adobe Software**SHADOWING EXPERIENCE****Dr. Batman Jones, D.P.T., Physical Therapist**

Summer 20XX

Shadowing Intern

Fort Lauderdale, FL

- Shadow a variety of therapeutic exercise, modalities, manual therapy, and neurological re-education for post-operative orthopedic, sports, and work related injuries within patients
- Gain significant knowledge on preparing patients and initiative create play to improve coordination, balance, strength and gross motor skills
- Communicate effectively and use sound judgement when interacting with patients

Clinical Exploration Program, NSU

April 20XX - Present

Shadowing Intern

Fort Lauderdale, FL

- Shadow students in medical professions within NSU's medical and health clinic, particularly in learning how to encourage and motivate patients who are in the recovery process
- Complete HIPPA and OSHA training ensuring awareness of workplace hazards and privacy regulations

PROFESSIONAL EXPERIENCE**Dr. Superman Smith, M.D., Periodontist**

Summer 20XX

Check-in/ Office Assistant

Tampa, FL

- Greeted patients with excellent customer service, entered data, and reorganized medical records and charts
- Participated in team meetings and provided input on engaging activities for upcoming community events

LEADERSHIP EXPERIENCE**Student Athlete - Swimmer**

August 20XX - Present

NSU Student Athletics

Fort Lauderdale, FL

- Motivate and collaborate with 15 teammates to compete and place in numerous local athletic competitions
- Reinforce key time management skills through balancing a schedule of 20 hours per week of swimming activities alongside academia to ensure maximum success
- Demonstrate flexibility and discipline to commit to trainings and constantly work on improving personal best scores

HOSA: Future Health Professionals

January 20XX - Present

Secretary, NSU

Fort Lauderdale, FL

- Provide advising on medical presentations to students and presented at national and regional conferences

STUDENT LEADER SAMPLE**Razor Sharkstien**

Razor96@mynsu.nova.edu | 954-262-7201 | Davie, FL 33314

EDUCATION**Bachelor of Science in Psychology**

May 20XX

Nova Southeastern University (NSU)

Davie, FL

LEADERSHIP EXPERIENCE**Resident Assistant**

Month 20xx – Month 20XX

Office of Residential Life and Housing, NSU

Davie, FL

- Facilitate monthly floor meetings to educate 20+ floor residents about student success topics and campus updates in order to build a strong community

- Positively impact resident student retention by holding office hours, leading floor outings to campus athletics events, and building relationships with students
- Strengthen crisis intervention skills by responding to students in need by providing support

Peer Leader

Month 20xx – Month 20XX

First Year Experience, NSU

Davie, FL

- Facilitated a First Year Seminar course alongside a faculty member with a class of 20 students
- Hosted in class icebreakers and activities to reinforce course objectives and support college transition
- Supported students outside of class by creating and actively engaging on a class group chat

Razor's Edge Global Scholar

Month 20xx – Month 20XX

Office of International Affairs, NSU

Davie, FL

- Engage the campus community in a global environment by serving on the first student led committee to host International Education week on the NSU campus
- Participate in study abroad trips to Peru to gain a broader perspective and engage in global citizenship
- Create and execute a Community Impact Project to support prospective international students

HEALTHCARE RELATED EXPERIENCE

Medical Scribe

Month 20xx – Month 20XX

ScribeAmerica

Fort Lauderdale, FL

- Provides one-on-one support to various physicians in hospitals throughout the South Florida area
- Exposed and learn about medical terminology, emergency procedures, medical decision making and more
- Manage patient care through electronic documentation of case notes from physicians
- Assists in sending prescription information to pharmacies on behalf of medical staff members

Public Health Case Competition

Month 20xx – Month 20XX

Office of Career Development, NSU

Davie, FL

- Developed an implementation plan following the Centers for Disease Control and Prevention grant proposal guidelines in order to increase the rate of measles vaccinations in South Florida
- Researched factors impacting vaccination rates by analyzing scholarly research articles, meeting with Public Health professionals, and brainstorming unique solutions
- Selected to present on key findings and proposed solutions to NSU's Dr. Kiran C. Patel College of Osteopathic Medicine faculty members

LANGUAGES

- Bilingual in Spanish and English

VETERAN SAMPLE

Penelope Cruz

555-573-8281 | pcruz@gmail.com | Miami, FL 33135

www.linkedin.com/penecruz/ | github.com/penecruz

EDUCATION

Bachelor of Science in Information Technology

May 20XX

Nova Southeastern University (NSU)

Fort Lauderdale, FL

- Minor: Mathematics

KEY SKILLS

Computer: Proficient in HMTL, Java, SQL, C#, C++

Languages: Bilingual, fluent in English and Spanish

COMPUTER PROGRAMMING COURSES

- Computer Sciences
- Fund. Computer Programming
- Computer Algorithm Logic
- Human Computer Interaction
- Web Programming and Design
- Computer Security

COMPUTER SCIENCE & PROGRAMMING EXPERIENCE

Computer Systems Programmer

May 20XX – December 20XX

U.S. Air Force

Tampa, FL

- Implemented policy to enable effective information discovery, retrieval, and collaborative sharing.
- Protected operating systems, application software, and databases from unauthorized access to sensitive information, or misuse of communications-computer resources.
- Received, decoded, and analyzed data intelligence from foreign national electronic communications
- Performed troubleshooting to repair client devices in fixed and external environments
- Analyzed malware viruses and reverse engineered cyber security threats while learning how to use A+ and Security +

TRAINING & CERTIFICATIONS

Network Exploration Techniques, Defense Cyber Investigation Training Academy

May 20XX

Certified Computer Forensics Examiner, Defense Cyber Investigation Training Academy

May 20XX

ACADEMIC PROJECTS

NSU Search Engine Optimization (SEO), Fort Lauderdale, FL

January 20XX – May 20XX

- Utilized SEO best practices to enhance website for search engine rankings, helping to capture the attention of the target audience
- Resolved memory corruption and other technical issues by leveraging strengths in coding, debugging, and integration testing

ADVANCED DEGREE / 10+ YEARS EXPERIENCE

INFORMATION ASSURANCE AND CYBERSECURITY RESUME

Chris Mako

3301 College Avenue, Davie, FL, 33314

(954) 262-7201, Chris@nova.edu

SUMMARY OF QUALIFICATIONS

- Accomplished Information Security Professional with 10+ years of experience in the field, now seeking opportunities for a Chief Information Security Officer position.
- Extensive experience in Information Technology, Information Security, Infrastructure, Governance, Risk, Control (GRC) and Digital Transformation as well as developing high performing global teams in order to attain maximum results.
- Results-driven and experience in risk management and the development and implementation of cost-effective network optimization and security posture enhancement efforts.

- Proven ability to impact, influence, and liaise with senior leaders to align business strategies and goals.

EDUCATION

M.S. in Information Assurance and Cybersecurity-(NSA/DHS designated program for Network Security Engineering, NSU's Center of Academic Excellence (CAE) in Cyber Defense Education) May 2017
Nova Southeastern University (NSU) Davie, FL

Bachelor of Science in Information Technology May 2008
Nova Southeastern University (NSU) Davie, FL

PROFESSIONAL EXPERIENCE

Director of Information Security May 2017-Present
Company X Fort Lauderdale, FL

- Guide, develop, manage, and assure the effectiveness of Information Security programs and teams.
- Evaluate security threats, setting security standards, selecting controls, managing vulnerabilities, handling internal and external communications, and reporting the security landscape activities to the firm's senior management.
- Develop and oversee security monitoring and incident response processes to assure compliance with all applicable policies, requirements, and legislation governing the transmission, storage, processing or destruction of data.
- Spearhead the development and management of business processes for the detection, investigation, and correction of information security breaches, violations and incidents.
- Hire, train, coach and develop staff of 12 team members.
- Establish goals, and processes of the Information Security group, and developed action plans, schedules, budgets, status reports and other types of management communications.
- Ensure security programs were in compliance with laws, regulations and policies to minimize or eliminate risk and audit findings and collaborated with information security, corporate compliance, audit, legal, privacy, R&D and HR management teams.

Senior Information Security Analyst January 2014-May 2017
Company Y Miami, FL

- Managed the information security organization, consisting of direct and indirect reports. This includes hiring, training, staff development, performance management, and annual performance reviews.
- Established and managed the information security budget.
- Ensured compliance with relevant laws, regulations and policies to minimize or eliminate audit findings.
- Developed, maintained, and published current information security related policies, standards, and procedures.
- Oversaw the analysis and design of the company's security infrastructure, including the planning, evaluation, design, and implementation of information security controls and technologies.

Information Security Analyst January 2011-January 2014
Company T Fort Lauderdale, FL

- Analyzed and designed company's security infrastructure, including the planning, evaluation, design, and implementation of information security controls and technologies.
- Composed security policies, processes, and procedures to manage the protection of information systems and assets.
- Developed and implemented a vulnerability management plan.
- Led the implementation of information security controls for PCI-DSS compliance.

IT Specialist (Data Management) June 2009-January 2011
Company Z Miami, FL

- Wrote SQL statements to query databases and to insert, edit and delete data to maintain quality or migrate data.
- Created database objects such as databases, schemas, tables, views, stored procedures, and reports using best practices such as normalization, entity relationships, schemas, unique identifiers, and indexing.
- Created database models, such as data dictionaries or entity relationship diagrams, and collaborate with business analyst and visual designer to document models.
- Maintained Microsoft SQL Server database servers by installing recommended updates and patches and monitoring server health.

- Secured database servers by eliminating common vulnerabilities, implementing encryption when needed, preventing and responding to cyberattacks.

CERTIFICATIONS

- **Certified Information Systems Security Professional (CISSP): (ISC)2** August 2016
- **CompTIA Security+ SY0-501** May 2015
- **Offensive Security Certified Professional: Offensive Security** May 2015
- **Certified in essential elements of computer and network security:** *Access Control and Identity management, Policies, Procedures, and Awareness, Physical Security, Perimeter Defenses, Network Defenses, Host defenses, Application Defenses, Data Defenses, Audits and Assessments*

CORE SKILL AREAS

- Security Information and Event Management (Splunk)
- Network, Host, Application and Data Defenses
- Java, Python and SQL
- IPS, IDS, Monitoring, and logging tools
- Network analysis via Scapy and Wireshark

LANGUAGES

- C
- C++
- Java
- SQL
- PL/SQL
- Python EDI Protocols: X12 (EDI 850, 855, 810, 867, 210, 211 etc)
- EDIFACT Databases: MySQL, Microsoft SQL Server IDE Tools: Eclipse 3.1.

ACADEMIC PROJECTS

Security of IoT Devices in the DDoS Attack Scenario & Current Defense Mechanisms

January 2017-May 2017

Project Risk Management at Rural Cooperatives

August 2016-December 2016

Removal of turbidity from Water Using Natural Coagulants

May 2016 – August 2016

PROFESSIONAL AFFILIATIONS

InfraGard-South Florida Members Alliance: *Member*

The International Information Systems Security Certification Consortium (ISC)²: *Member*

Information Systems Security Association (ISSA): *Member*

ADVANCED DEGREE / 10+ YEARS EXPERIENCE

CYBERSECURITY MANAGEMENT RESUME

Tony Stark

3301 College Avenue, Davie, FL, 33314

(954) 262-7201, Tony@nova.edu

SUMMARY OF QUALIFICATIONS

- Accomplished Cybersecurity Professional with 10+ years of experience in the field, now seeking opportunities for a Chief Information Security Officer Position.
- Extensive experience and knowledge of information security best practices, information security architecture, technology project management, physical security controls, technical security controls, administrative security controls, and information technology management.
- Passion and experience in managing small and large teams to success with a positive mindset.

EDUCATION

Master of Science in Cybersecurity Management-(NSA/DHS designated program for Information Security Policy Development and Compliance, NSU's Center of Academic Excellence (CAE) in Cyber Defense Education)
Nova Southeastern University (NSU)

May 2017
Davie, FL

Bachelor of Science in Information Technology
Nova Southeastern University (NSU)

May 2005
Davie, FL

PROFESSIONAL EXPERIENCE

Director, Cybersecurity Operations

May 2017-Present
Miami, FL

Company X

- Oversee and manage Security Operations Center (SOC).
- Serve as the operational process owner for information security operations that protect the confidentiality, integrity, and availability of customer, employee, and business information in compliance with organization policies and standards.
- Manage the design, development, and implementation of new technologies and programs to address emerging risks both technological and operational.
- Provide technical guidance on security/privacy policies and standard development.
- Develop and execute programs for compliance monitoring, and security compliance; developing and maintaining information security devices and software; creating and monitoring compliance procedures; and resolving security policy issues.
- Implement action plans to address security issues and enhance the security architecture.
- Manage relationships with 3rd party providers of security monitoring and tools to ensure assets are being protected.
- Oversee cross functional information technology teams and other lines of business within company, vendors, and with other systems professionals to identify innovative security solutions and actively apply these solutions to advance company's goals and objectives.
- Maintain departmental metrics & measures to adequately monitor department performance, helps implement IT divisional goals and assist in resource planning.
- Monitor internal and external information security trends and keep Executive Management informed about information security-related issues and activities affecting the corporation.
- Support executive leadership and participate in confidential system security related reviews.

Information Security Manager

January 2013-May 2017
Miami, FL

Company Y

- Managed the design, development, and implementation of new technologies and programs to address emerging risks both technological and operational.
- Maintained operational security posture for programs and Information Systems (IS).
- Supported and tracked Customer security authorization activities.
- Performed vulnerability/risk assessment analysis to support authorization and accreditation.
- Prepared and review documentation to include System Security Plans (SSPs), Risk Assessment Reports, Authorization and Accreditation (A&A) packages, and Security Controls Traceability Matrices (SCTMs).
- Conducted periodic reviews and evaluations of required IS policies and procedures.
- Oversaw System Administrators (SA) to ensure the proper monitoring of all available resources that provide warnings of system vulnerabilities or ongoing attacks.
- Ensured all ISSOs receive the necessary technical and security training (e.g., operating system, networking, security management) to carry out their duties.

Information Security Systems Architect

January 2011-January 2013
Fort Lauderdale, FL

Company Z

- Led the Information Security team of a \$12B private company encompassing diversified distribution, financial, and insurance services to the Automobile Industry.
- Managed the successful implementation, administration and maintenance of the security systems and processes protecting the integrity, confidentiality and availability of information resources.
- Consulted on program management/implementation of oracle identity management (OIM) applications with organization.
- Acted as Program Manager, from conception through implementation, of numerous Information Systems Security projects including IPS/IDS, SEIM, DLP, Endpoint Protection, Enterprise Removable Media Encryption, Encryption Key Management, Content Filtering, Network Access Control, and Firewall Monitoring and Auditing.
- Managed large vendor relationships for Information Security Services.

- Sourced and initiated the on boarding of a Managed Security Services Provider to provide 24/7 Security Event and Information Management and Alerting services.

Operations Manager and Network Engineer

January 2010-January 2011

Company A

Fort Lauderdale, FL

- Oversaw the security, operation, maintenance, and life-cycle management of all equipment associated with the e-Builder SaaS Infrastructure. Maintained 24/7 availability in a high concurrency web application with over 15,000 end users, that included load balanced .NET web applications, Clustered MS SQL Server backend, and other infrastructure components.
- Authored security policy and controls and lead the company through an initial SAS 70 Type II audit for systems security and reliability. No discrepancies were noted during the audit.
- Utilized CheckPoint firewalls and various Intrusion Detection Systems to ensure the security of our client's sensitive data. Maintained security on the corporate network using CheckPoint/Nokia SA devices and enterprise anti-virus and anti-spam systems.
- Responsible for all user provisioning for corporate systems and the e-Builder application.

CERTIFICATIONS

- **CompTIA Security+ SY0-501** May 2015
- **Certified Information Systems Security Professional (CISSP): (ISC)²** August 2016
- **Information Systems Security Architecture Professional (ISSAP): (ISC)²** May 2016
- **Project Management Professional (PMP): Project Management Institute** May 2016
- **Offensive Security Certified Professional: Offensive Security** January 2016
- **Certified in essential elements of computer and network security: Access Control and Identity management, Policies, Procedures, and Awareness, Physical Security, Perimeter Defenses, Network Defenses, Host defenses, Application Defense**

CORE SKILL AREAS

- Security Risk Assessment
- Business Continuity Planning
- Disaster Recovery Planning
- Incident Response Planning.
- Network, Host, Application and Data Defenses
- Java and SQL
- IPS, IDS, Monitoring, and logging tools
- Network analysis via Scapy and Wireshark

LANGUAGES

- Java
- SQL
- PL/SQL
- EDIFACT Databases: MySQL, Microsoft SQL Server IDE Tools: Eclipse 3.1.1

ADVANCED DEGREE / 10+ YEARS EXPERIENCE
BUSINESS ADMINISTRATION / FINANCE RESUME

Michael Jones

954-262-7201

3301 College Ave O Fort Lauderdale, FL 33314

career@nova.edu

EDUCATION

Master of Business Administration

Anticipated May 2020

Nova Southeastern University, Fort Lauderdale, FL

- GPA: 3.60
- Courses: Advanced Managerial Accounting, Advanced Financial Accounting and Reporting, Accounting Theory

Bachelor of Science in Business Administration in Finance

May 2005

University of Delaware, Newark, DE

PROFESSIONAL EXPERIENCE

Tiedemann Wealth Management, LLC, Palm Beach, FL

February 2010 – Present

Finance Associate

- Provide consolidated financial reporting for a Multi-Family Office – portfolio's include; hedge fund, private equity, individual investment, real estate, and pledged debit obligations
- Provide in-depth modeling of a \$200mm private equity portfolio
- Coordinate biennial insurance reviews on all entities and assets of a client's portfolio

J P Morgan Chase, Wilmington, DE

October 2006 – November 2010

Financial Analyst, Investment Division

(September 2008 – November 2010)

- Created pro forma profit and loss statements for new and renewing business partnerships. P&L's based on actual data from proprietary partnership model and performance of existing portfolio. P&L's utilized in partnership decision
- Met with senior management to understand and evaluate strategic partnership opportunities and assumptive inputs to be incorporated in partnership model
- Performed necessary adjustments to P&L statements to understand alternative scenarios (i.e. pricing, account volume)
- Performed quarterly accountability reviews to evaluate the partnership performance relative to original deal P&L

Business Analyst, Marketing Acquisitions

(October 2006 – September 2008)

- Established and maintained standardized costing tables to track budget and actual expenses for all marketing channels
- Coordinated efforts of the marketing department, channel management, and operations managers to install, test, and utilize the cost tables in the planning process
- Developed initiatives and programs designed to increase efficiency in the planning and reporting process, including weekly reporting of campaign performance

MBNA America Bank, N.A., Newark, DE

October 1999 – October 2006

Business Analyst, Loyalty Marketing

- Analyzed and managed all aspects of mail components and suppliers to ensure campaign costs efficiency. Managed the production and delivery of all mail-based components for a \$115 million direct mail marketing annual budget. Maintained a productive and profitable relationship with external vendors and consultants
- Managed and provided marketing program results and analysis that identifies risks and/or opportunities
- Served as Finance Department liaison to five Loyalty Marketing Directors and 30 Marketing Managers

TECHNICAL SKILLS

- Proficient in SAP and QuickBooks accounting software, Microsoft Office Suite (Word, Excel, Access, Power Point)
- Experienced with proprietary MIS systems including Essbase, C-Plan, Loyalty Marketing Expense Reporting System, SDI, MBNAIS