

# CAREER FOUNDATIONS

## **Resume Workshop: Craft a resume that resonates with tech employers**

- Date/Time: Tuesday, November 19th from 12pm-1pm on Zoom

## **Create a LinkedIn profile that opens doors**

- Date: Tuesday, November 26th from 12pm-1pm on Zoom

## **Grow your tech network and make connections that can lead to opportunities**

- Date: Tuesday, December 3rd from 12pm-1pm on Zoom

## **Elevate your LinkedIn networking game**

- Date: Tuesday, December 10th from 12pm-1pm on Zoom

# Computer Systems Technology (CST)



**Arthur Chisolm (Career/Academic  
Advisor)**



**Istishna Hussain (Program  
Manager)**

**[CUNY]  
[2X TECH]**



**Istishna Hussain**

## **CUNY2xTech - Program Manager**

- **Career Coach with expertise in Early Career Talent Development since 2018**
- **Supports professional growth across all age groups**
- **Dedicated to promoting student success and expanding access to opportunities that foster social mobility**

**[CUNY  
2X TECH]**

# CUNY2xTech @ City Tech

- **What is CUNY2xTech?**

- Launched in 2017 under Mayor Bill de Blasio's New York Works plan
- Doubling (2x) the number of CUNY students graduating annually with a tech-related bachelor's degree and preparing them for careers in the NYC tech industry.

# CUNY2xTech @ City Tech

- **Tech Talent Pipeline Residency (Istishna)**
  - Skills Training - Web Development Bootcamp
  - Paid internship
  - Professional Development (Future #1)
  - Business Development (Future #2)
- **Advisement Cohort (Arthur)**
  - Juniors & Seniors

# Arthur Chisolm

## CUNY2xTech - Career/Academic Advisor

- Degree in Mechanical Engineering CCNY (CUNY)
- Worked as an Engineer for 4 years
- Recruiting and sales within the tech industry
- Focused on technical education programs
- Advise students how to secure careers in tech



# Resumes

## What is the goal of a resume?

- A. Accompany a cover letter
- B. Showcase your soft skills
- C. Get an interview
- D. Serves no purpose
- E. Negotiate salary



## What is the goal of a resume?

- A. Accompany a cover letter
- B. Showcase your soft skills
- C. **Get an interview**
- D. Serves no purpose
- E. Negotiate salary

6 seconds

# Layout

Header

Summary

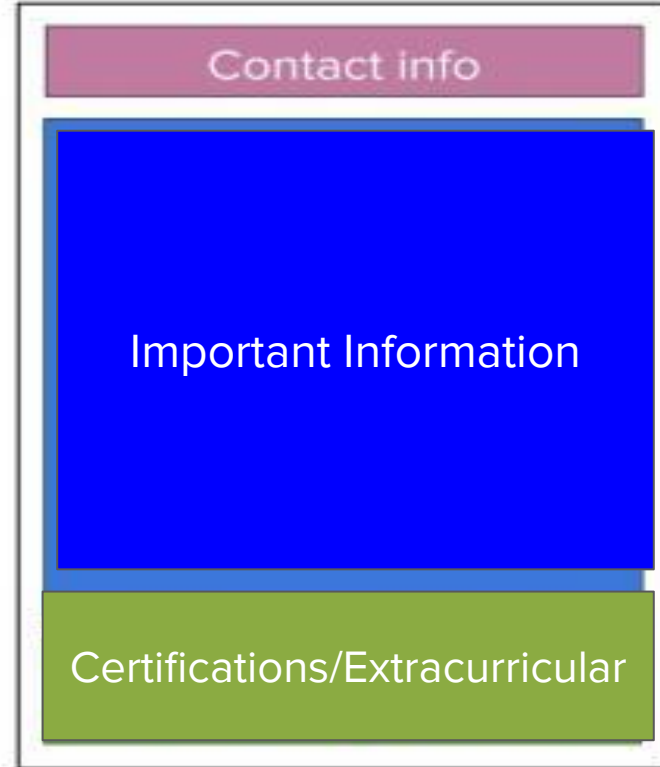
Education

Skills/Projects

Prior Experience

Certifications

Extracurricular Activities



# 06

## 1. Professional experience

Development from 2000 - present

View: Strategic, Client oriented

Focus: Architect of Riva Systems (acquired by North Bridge and Charles River Venture Partners (Covis and 542 very initial investors too). Riva Systems builds RISC and ASIC products and solutions that are currently deployed at over 300 sites around the world in over 50 countries.

Product Strategy and Management:

1. First of the core product team in defining and re-defining the company's market strategy, go-to-market, and technology execution plans.
2. Led product requirements gathering and validation effort - including customer, OEM, and internal engineering product and process reviews.
3. Led product development and engineering - efforts aimed to support product development, working in the fast tracks of the software applications, hardware hardware product, addressing the needs of the market.
4. Acted as primary documenter of the new strategic effort.

Subsides and Services:

1. Brought new customer ideas (via channels) in Europe and Middle East which were critical in sustaining the company in 2009/2010.
2. Instrumental in acquiring and managing channel partners worldwide - "making, joining the pump".
3. Instrumental in up-selling, maintaining and importantly closing projects - resulting in growth of services revenue.
4. Managed the solution development team - team was distributed between US and China.
5. Deep engineering product requirements based on customer and partner requirements.

Technical:

1. Led the design of the algorithms in the Riva product. I used patents.
2. Implemented the RF control and management algorithms in the Riva product.
3. Led the standardization of low-level Reader Protocol (LLRP) - a work in progress effort with and driving numbers from 30+ companies.
4. Led the design of the algorithms in the Riva product. I used patents.
5. Led the design of the algorithms in the Riva product. I used patents.
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7. Led the design of the algorithms in the Riva product. I used patents.
8. Led the design of the algorithms in the Riva product. I used patents.
9. Led the design of the algorithms in the Riva product. I used patents.
10. Led the design of the algorithms in the Riva product. I used patents.

Development from 2000 - Jan 2008

Strategic network architecture, Lead Systems Architect, FPGA Team lead

AT&T technical liaison

Lead the technical collaboration effort with AT&T. Provided architectural direction and input to the customer architecture and strategy. Coordinated the technical aspects of the sales effort. Defined and managed the testing of the product. Worked with the CEO and VP Sales in defining successful sales strategy, calculating selection by AT&T for next generation packet core NSA network.

FPGA team lead

1. Led the team of 8 engineers (3 designers + 2 verification) on critical FPGA designs (routing edge cross-connect architecture for the VCMT platform) successfully brought them to completion.
2. Worked with the CEO & CTO in working out the technical and sales strategy for partnerships and customer sales. Played a lead technical role in select major account activities including AT&T, Bell Canada/NEC.
3. As the lead architect - understood number of hardware, software and system architecture projects across 3 platforms (SaaS, IaaS, and PaaS).
  - 1. Architected modules that plug into AT&T's network vendor chosen. The modules are (i) packet aggregation module and (ii) deep channelled OC-N module. Both these modules were key to the AT&T NSA network architecture.
  - 2. Architected and implemented the median access protocol for packet transport on the ring. This architecture included a novel QoS and SLA aware distributed ring-wide bandwidth management algorithm, queuing and buffering sub-system at the ring ingress node and packet assembly at the ring egress node. The architecture included off-chip network processors and FPGAs (Ring MAC sub-system).
  - 3. Architected and implemented a Time-Space-Time architecture for the TDM portion of the network element. This architecture involved multiple chips (mix of off-chip chips and FPGAs). The FPGAs included (a) switches/algorithms (b) time-switch and framing, and (c) output switch. The time-switches FPGA is a recent high-density switch fabric (12.5Gb/s for the small mid-size platform and 32.5Gb/s for the high-end platform). The TDM switching architecture was implemented using State FPGA (35.5G for 12.5Gb/s and 15.4G for 32.5Gb/s). This architecture is a combination of multiple of multiple

## TECHNOLOGY INNOVATION EXECUTIVE

Product Line - Network & System (N&S)

Strategic and forward-looking Product Management (Software/Hardware) - Led Executive with more than twenty years of experience in technology product development in networking, IT, software and software segments. Not only drives hardware product development, but also drives software product development. Drives the entire development lifecycle, from design to deployment. Led several key new products. Business success complemented by successful academic background including degrees in Computer Science.

Research & Development, Client Market Strategy, Product Lifecycle Management, Standards Development

Product Design, Software Development, Hardware Development, Project Management

## PROFESSIONAL EXPERIENCE

Riva Systems - Medford, MA

Product and/or R&D product and architecture - 2010 - Present

VICE PRESIDENT

One of the founding team members, acted as architect, subject matter expert, and made key contributions to Riva's product development. Acted as product manager and representative of standards groups, the head of validation and testing, and led the entire development lifecycle with the needs and requirements of global customers planning to deploy Riva's solutions. Led validation and testing team and managed solutions development teams in China and US.

- 1. Re-engineered and re-focused the company to Operational Product Line in Healthcare - marked strong go-forward, competitive analysis, product positioning and validation, and execution plans.
- 2. Established channel partnerships with Europe and Middle East to build recurring revenue. Negotiated and closed a diverse set of deals to market growth.
- 3. Awarded 4 patents for invention of algorithms that contributed to an award-winning new product. Awarded 2 patents in support of the new strategic Healthcare effort.
- 4. Created worldwide standard for reader interface protocol - Low-level Reader Protocol (LLRP). Coordinated numerous team efforts across multiple time zones which was recognized with ISO Person of the Year award in 2007. Dropped on occasion of Reader Protocol group in LLRP Global.
- 5. Led a successful large scale demonstration of new European EPC Standard that created explosive growth in Europe and global interest foundation to capture key account - Midea.

2000 - 2004

Director of networked products leading centers to maximize utilization of 30Mbit infrastructure

## DIRECTOR - NETWORK ARCHITECTURE

Lead team of 8 engineers in design and implementation of the new algorithms in FPGA. Drive innovation with next generation networking design. Performed competitive analysis and managed customer and vendor relations.

- 1. Architected several critical components including:
  - 1. Time-space-time architecture and deep channelled OC-N modules that connect with incubators or off-chip.
  - 2. Time-space-time architecture for TDM portion of network element. Includes output switch using high-density switch fabric (12.5Gb/s for the small mid-size platform and 32.5Gb/s for the high-end platform).
  - 3. Time-space-time architecture for TDM portion of network element. Includes output switch using high-density switch fabric (12.5Gb/s for the small mid-size platform and 32.5Gb/s for the high-end platform).
- 2. Acted as AT&T AT&T and partnered directly with CEO and VP of Sales to support technical aspects of sales and AT&T's networking solution for their next generation packet core NSA network.
- 3. Received 7 patents for CAM technology.

2000 - Present

Strategic network architecture, Lead Systems Architect, FPGA Team lead

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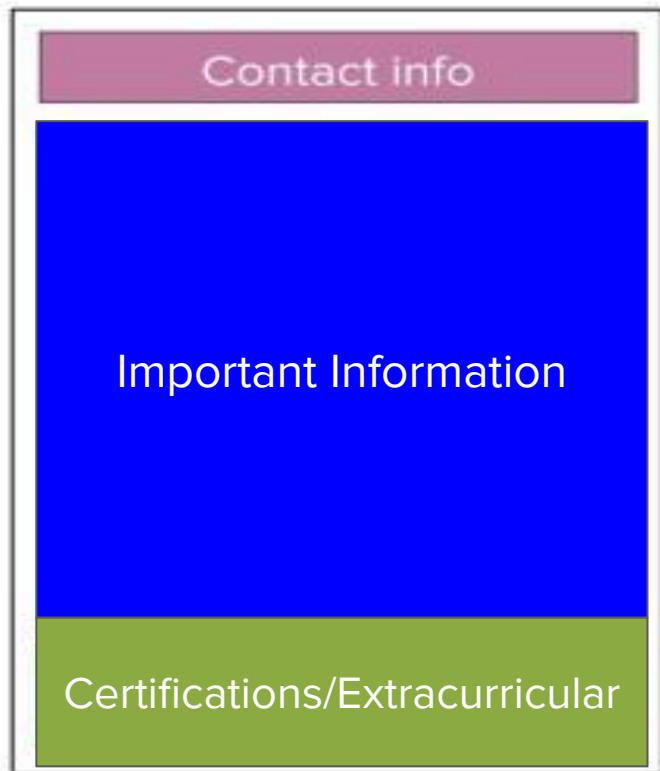
## EDUCATION

Computer Science - University of Texas at Austin, Texas

Electrical Engineering - University of Texas at Austin, Texas

Electrical Engineering - University of Texas at Austin, Texas

# Layout



**Rebecca Bailey**  
Evanston, IL 60202, 847-556-1212, [rbailey44@anymail.com](mailto:rbailey44@anymail.com),  
[www.linkedin.com/RebeccaBailey](http://www.linkedin.com/RebeccaBailey), [www.github.com/RebeccaBailey](http://www.github.com/RebeccaBailey)

**SUMMARY**  
Motivated and detail-oriented Computer Systems Technology junior experience in Java, Python, and web development. Seeking an internship opportunity to apply theoretical knowledge to real world projects, and gain valuable industry experience in software development or related fields.

**EDUCATION**  
New York City College of Technology, City University of New York (CUNY)  
Major: Computer Systems Technology, GFA 3.2  
Expected Date of Graduation: Spring 2025

Relevant Coursework:  
Data Structures and Algorithms, Multimedia and Mobile Device Programming, Object Oriented Programming, Application Development with Databases, Database Design, Introductory C++ Programming

**SKILLS**  
Programming: Python, Java, SQL, HTML, CSS  
Other: Microsoft Excel, Access, PowerPoint, Project, Public Speaking

**PROJECTS**  
Instagram - back-end, front-end December 2023 – December 2023

- Developed an innovative web application inspired by Instagram, with a unique twist that prioritizes anonymity, allowing users to share pictures without revealing their identity, fostering a safe and discreet content-sharing environment
- Implemented a comprehensive commenting system within the web app, allowing users to engage with and provide feedback on any posted content, encouraging active participation and interaction
- Created a user-friendly profile editing feature, enhancing the overall user experience by allowing users to personalize their profiles and customize their online presence within the platform

**EXPERIENCE**  
EY, Chicago, Illinois June 2023–August 2023  
Accounting Internship-Tax and Transaction Advisory Services

- Received on-the-job training, coaching, and technology training in the specialty of taxation
- Helped perform tax planning under the supervision of staff tax accountants
- Learned basic tax accounting skills professional skills such as time management
- Attended professional workshops and team-building activities at EY's International Intern Leadership Conference in Orlando, Florida

**CERTIFICATIONS**

- Udemy- The Complete Python Pro Bootcamp (August 2024)
- Udemy - SQL Foundations (July 2024)
- Udemy - Learn Python in 250 minutes (February 2024)

**EXTRACURRICULAR ACTIVITIES**

- Economics Club (2022 – Present)
- 2024 ValveLine Hackathon Participant (New York, NY)

# Layout

60%

## Rebecca Bailey

Evanston, IL 60202, 847-555-1212, rbailey44@anyemail.com,  
[www.linkedin.com/RebeccaBailey](http://www.linkedin.com/RebeccaBailey), [www.github.com/RebeccaBailey](http://www.github.com/RebeccaBailey)

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December 2023 – December 2023

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### EXTRACURRICULAR ACTIVITIES

- Economics Club (2022 – Present)
- 2024 Valvoline Hackathon Participant (New York, NY)

**CUNY**  
2X TECH

# Resume Example

## John Smith

55 Cat Walk Way  
Brooklyn, NY 10038  
1 (914) 643-6444  
ac3soliddude2001@gmail.com

### SKILLS

- Good with computers
- Works well with others
- Teachable and approachable
- Can type 20 WPM
- Blackbelt in karate

### EXPERIENCE

*Benjamin Franklin Community Center- Counselor in Training*  
June 2017- August 2017

*Benjamin Franklin Community Center- Maintenance Worker*  
June-2018-August 2018

*Benjamin Franklin Community Center- Assistant Counselor*  
June-2019-August 2019

### EDUCATION

John Carter High School, 475 Flatlands Ave, Brooklyn NY

Graduated in 2019

Westchester Community College - Currently

# John Smith

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Brooklyn, NY 10038  
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*Benjamin Franklin Community Center- Assistant Counselor*  
June-2019-August 2019

## EDUCATION

John Carter High School, 475 Flatlands Ave, Brooklyn NY

Graduated in 2019

Westchester Community College - Currently

# John Smith, III

White Plains, NY 10038 (914) 643-6444

[JohnSmith914@gmail.com](mailto:JohnSmith914@gmail.com)

## SUMMARY

A recent Woodlands HS graduate in 2019, currently enrolled as a Freshman at Westchester Community College. Recent activities include participating in Varsity baseball and wrestling, recipient of multiple scholarships (MBK Fellows 2019 Scholarship, STEP, Kappa League and Dream Builders scholarship) in addition to earning a 1040 combined SAT score.

## SCHOLARSHIPS/AWARDS:

My Brother's Keeper - a public-private partnership of the United States Federal Government to promote intervention by civic leaders in the lives of young men of color to address their unique challenges and to promote racial justice.

- Joined in 2019
- Awarded the MBK Fellows Award

Mercy College STEP Program (Science and Technology Entry Program)

- Awards (scholarship received) - Participant from 2015 - 2019

Kappa Organization (Kappa League) -to train and produce more achieving young minority men that will become leaders of impact and influence in today's society

- Scholarship Awarded

## CEMOTAP/BEPAA Computer Construction And Repair Course

- Awarded a scholarship to attend a course providing hands-on instruction to disassembling and assembling a PC, taught the functions of various computer hardware components, as well as troubleshooting concepts, reviewed actual contributions of African People to the computer sciences, held at the historic John Henrik Clark House on Convent Avenue in Harlem, NYC.

## COMMUNITY SERVICE:

- Food Drive
- Nyack Homeless Project

## EDUCATION:

Westchester Community College - Valhalla, NY

Current

Woodlands High School - Hartsdale, NY

2019

- Varsity baseball from 2016-2019
- Varsity wrestling 2016 and 2019
- Managed the senior school store in 2019
- My Brothers Keeper in 2019

## PROFESSIONAL EXPERIENCE:

Theodore D. Young Community Center

Summer 2019, 2018, 2017, 2016

Assistant Counselor - trained the Counselor in Training

Maintenance Worker - organize facilities for events

Counselor in Training - learned the ropes to becoming a Head Counselor



# Header: Examples

**DAVID SMITH** → Color, ALL CAPS

Seattle, WA | david.smith00@gmail.com | 262-000-7005  
github.com/davidsmith00 | linkedin.com/in/david-smith00

**Olivia Doe**

(000) 000-1234 →  
olivia.doe@gmail.com      github.com/oliviadoe  
linkedin.com/in/oliviadoe

**sarah young** → font

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✉️ tonyhyde6@gmail.com    ☎️ 8478003046    📍 San Francisco    💻 fullstackmarketer.io    🌐 www.github.com/tonyhyde6 → Icons

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**Eric Jones**

San Francisco, CA → Search city

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ejones@gmail.com | github.com/ejones | linkedin.com/in/eric-jones | 415 - 000 - 0430

# Summary

## SUMMARY

Motivated and detail-oriented Computer Systems Technology junior experience in Java, Python, and web development. Seeking an internship opportunity to apply theoretical knowledge to real world projects, and gain valuable industry experience in software development or related fields.

- High Level Overview
- Who am I?
- Do I have any tech skills?
- What am I looking for?
- This is your pitch!!

# Education

## EDUCATION

New York City College of Technology, City University of New York (CUNY)

Major: Computer Systems Technology, **GPA 3.2**

Expected Date of Graduation: **Spring 2025**

- What schools did I attend?
- Did I graduate? When Will I graduate
- Major/Minor?
- GPA?

# Relevant Coursework

## Relevant Coursework:

Data Structures and Algorithms, Multimedia and Mobile Device Programming, Object Oriented Programming, Application Development with Databases, Database Design, Introductory C++ Programming

- Favorite classes
- Career path

# Relevant Coursework (extended)

## Relevant Coursework:

- Discrete Structures and Algorithms I, II
- Database System Fundamentals
- Object-Oriented Programming in Java
- XML Data Representations
- Object-Oriented Systems Design
- Application Development with Databases
- Software Development using .NET
- Dynamic Web Development using Servlet/JSP
- Designing Micro Databases

# Extended Resume Layout

## SUMMARY

Computer Systems Technology student with a strong academic background in object-oriented programming, database management, and web development. Adept in using Java, SQL, HTML/CSS, and .NET to build functional applications and systems. I am seeking an opportunity to apply skills in software development, database design, and project management while gaining hands-on experience.

## EDUCATION

New York City College of Technology, City University of New York (CUNY)

Major: Computer Systems Technology, **GPA 3.6**

Expected Date of Graduation: Spring 2025

### Relevant Coursework:

- Discrete Structures and Algorithms I, II
- Database System Fundamentals
- Object-Oriented Programming in Java
- XML Data Representations
- Object-Oriented Systems Design
- Application Development with Databases
- Software Development using .NET
- Dynamic Web Development using Servlet/JSP
- Designing Micro Databases

## SKILLS

Programming Languages: Java, SQL, HTML, CSS, C#, JavaScript

Technologies: GitHub, IntelliJ, Atom, .NET, Servlet/JSP

Other Tools: Microsoft Excel, Data Management

Soft Skills: Detail-oriented, team player, adaptable, strong problem-solving abilities

## TECHNICAL PROJECT "Accomplished X, as measured Y, by doing Z"

- Project Bullet - What did you do?
- Project Bullet - How did you do it?
- Project Bullet 3 - How was it impactful?

## EXPERIENCE

GoBoxed, New York, NY

July 2022 - August 2022

### Data Entry Clerk

- Processed and verified customer and business data, ensuring accuracy and consistency.
- Assisted with daily store operations, including opening procedures, inventory tracking, and data organization.
- Demonstrated attention to detail while handling data entry tasks, contributing to efficient office workflows.
- Provided customer service by answering queries and helping during business hours.

**CUNY**  
2X TECH



NEW YORK CITY COLLEGE OF  
**CITY TE**

# Skills

## SKILLS

Programming Languages: Java, SQL, HTML, CSS, C#, JavaScript

Technologies: GitHub, IntelliJ, Atom, .NET, Servlet/JSP

Other Tools: Microsoft Excel, Data Management

Soft Skills: Detail-oriented, team player, adaptable, strong problem-solving abilities

- Technical Skills
- Conversation with Hiring Managers and ATS
  - ATS = Applicant Tracking Systems
- Tools (MS Office Suite)
- Soft Skills

# Projects

## PROJECTS

Anonygram - [back-end](#), [front-end](#)

**December 2023 – December 2023**

- Developed an innovative web application inspired by Instagram, with a unique twist that prioritizes anonymity, allowing users to share pictures without revealing their identity, fostering a safe and discreet content-sharing environment
- Implemented a comprehensive commenting system within the web app, allowing users to engage with and provide feedback on any posted content, encouraging active participation and interaction
- Created a user-friendly profile editing feature, enhancing the overall user experience by allowing users to personalize their profiles and customize their online presence within the platform

- Time to Talk Tech!
- Project Title, brief description
- Tools used
- Impact/Outcomes



# Experience

## EXPERIENCE

EY, Chicago, Illinois,

June 2023–August 2023

Accounting Internship-Tax and Transaction Advisory Services

- Received on-the job training, coaching, and technology training in the specialty of taxation
  - Helped perform tax planning under the supervision of staff tax accountants
  - Learned basic tax accounting skills professional skills such as time management
  - Attended professional workshops and team-building activities at EY's International Intern Leadership Conference in Orlando, Florida
- Job titles
  - Responsibilities
  - Include Metrics if possible (improved X by Y)

**CUNY**  
[2X TECH]



# Experience - Impactful Action Verbs & What it says about you

- Designed - creativity and problem solving
- Implemented - putting plans into action
- Created - Innovation
- Collaborated - teamwork
- Streamlined - process improving
- Optimized - efficiency
- Built - hands on
- Led - leadership

# Certifications/Extracurricular

## **CERTIFICATIONS**

- Udemy- The Complete Python Pro Bootcamp (August 2024)
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## **EXTRACURRICULAR ACTIVITIES**

- Economics Club (2022 – Present)
- 2024 Valvoline Hackathon Participant (New York, NY)
- Certs - Highlight your commitment to continuous learning
  - What do you do other than studying for school?
- Extracurricular - showcase leadership, teamwork

# Top Complaints About Resumes?

- Contains Mistakes
- Lacks Organization
- Lacks Substance and Content
- Not a Job Fit
- Not clear what the applicant has achieved

# Don't Be This Person

1. “Demonstrated ability in multi-tasting (multi-tasking).”
2. “Dear Sir or Madman (madam),”
3. “I am anxious to use my exiting (editing) skills”
4. “I am a Notary Republic (Public)”
5. “I’m attacking (attaching) my resume for you to review.”

# Best Practices

- One-page
- Standard margins
- One classic typeface
- Primarily Black font color
- Labeled sections
- Reverse-chronological order
- Consistent punctuation and nomenclature

# Resume Reminders

## Keep it to one page

- If [CEOs can do it](#), you can too!

## First impressions matter

- Resumes = marketing document
- Stand out and show you're a catch

## Focus on Achievements

- Results, not responsibilities
- Why does this matter? What impact did it make?



How to  
STAND  
OUT???



# #1 - Layout!!

- Inviting Story (appealing resume format)
- Prioritize Key Information
- ATS Compatibility
- Takes control of the conversation

## #2 - Actions!!

*Achieved Added Awarded Changed  
Contributed Decreased Delivered Eliminated  
Exceeded Expanded Gained Generated  
Grew Improved Increased Introduced  
Maximized Minimized Optimized Produced  
Reduced Saved*

## #3 - Qualify & Quantify!!

- Accomplishments, outcomes, and impact, not tasks (top achiever?)
  - **Qualify:** What was the significance of your work, your role, your team or your company? Why it is a big deal?
  - **Quantify scope:** How many people, how much money, what volume?
  - **Quantify impact:** E.g. reduced work effort by X%, used in over 100 projects a year, increased accuracy by X%, etc.

# #4 - Storytelling!

## Create project/job descriptions

- Talking about the bullets on your resume, you want to show what you've done
  - a. *For example, if you were a used car salesman, on your resume you can either say*
    - i. **"responsibilities include selling Honda's and Acura's to walk-in customers" . OR - "**
      1. **"#2 Car salesman in the county, sell 200 Honda's and Acura's per month, have loyal clients of 20 walk-in customers per week".**
- Which person would you buy from?

# Thank you!

