



Silicon Valley Associates  
Recruitment

# Resume Templates for 2021 Job Search

**Silicon Valley Associates Recruitment**  
IT and Technology Recruitment Specialist in APAC

2512, 8 Argyle Street, Langham Place, Mong Kok  
[info@svarecruitment.com](mailto:info@svarecruitment.com)  
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# IT and Technology Recruitment Specialist in APAC

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IT AND TECHNOLOGY RECRUITMENT  
SPECIALISTS IN APAC

# FOREWORD

Silicon Valley Associates Recruitment

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IT AND TECHNOLOGY RECRUITMENT  
SPECIALISTS IN APAC

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25F, Langham Place, Mong Kok, Hong Kong

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# Foreword



## FOREWORD

Silicon Valley Associates Recruitment, an IT and Technology Recruitment Specialist in APAC, offers this job seeking guide that contains the current trends for employment application, resumes, and interviewing tips.

In light of the COVID-19 pandemic outbreak, many countries around the world were shut down and forced under enhanced quarantine programs. This health crisis is affecting not only the health sector but also bring up socioeconomic problems as well. Now that it has been over months already, people and businesses are facing many unknowns as they try to reopen and return employees to work.

We all know that employment opportunities remain shuttered, and companies are forced to operate at reduced levels. Amid this health and economic crisis, news regarding unemployment is appalling.

Silicon Valley Associates Recruitment offers you a thorough helpful guide in acing your employment journey from preparations, applications, resumes, and even in the interview process.



IT AND TECHNOLOGY RECRUITMENT  
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# About Us

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# About Us

## Silicon Valley Associates Recruitment

Silicon Valley Associates Recruitment is an IT recruitment agency in Hong Kong, catering to companies and candidates in the IT and tech industry. On one hand, we help companies find competent and suitable IT professionals to work in their corporate sphere. And on the other, we assist candidates in building their professional careers to enable them to find a suitable IT job in Hong Kong and Asia.



## More Than 10 Years of Professional Experience in IT Recruitment

With over 10 years of professional experience and a solid track record in IT recruitment, we are dedicated to helping IT professionals gain access to the best opportunities in the industry. We have a multilingual team of consultants across Hong Kong, China, Philippines, UK, USA, and UAE, coming together to conduct research and uncover valuable insights and market trends to yield results that would favor our clients.

Our expertise as a professional recruitment agency is proven by our global knowledge, experience, and track record throughout the Asia Pacific, EMEA, and Americas. Backed by relationship managers, a community of partners, and an innovative multi-channel research methodology, we can be a steady support for companies and candidates in the realm of IT and tech.

# Our Core Values

## Commitment, communication, and trust.

These are the core values that SVA Recruitment, as a specialist IT recruitment agency, stands for. With the goal of providing our clients with unprecedented insights and opportunities in the IT and tech industry, we commit to becoming your eyes and ears in the

market. We will continuously and diligently prospect and uncover trends, news, and opportunities in the industry, while directly engaging with prospective professionals. In a competitive and demanding profession such as IT and tech, we understand the importance of finding the right talent and company to suit your values and capabilities. As a professional recruitment consultancy firm, we can help companies find the perfect match for their corporate needs while giving candidates the best opportunities and IT jobs in Hong Kong and Asia.



## What We Do

Silicon Valley Associates is an IT recruitment agency helping companies and candidates find the best talents and opportunities in the IT and tech industry

## Mission

With our dedication, firm methodologies, and IT recruitment agency experience, we aim to deliver only the best services and yield quality results for our valued companies and candidates. Your interests are our top priorities, and it is for your benefit that we continuously expand and grow our knowledge and proficiency in the IT and tech industry. Our mission is simple and straightforward.



IT AND TECHNOLOGY RECRUITMENT  
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# Resume Templates for 2021 Job Search

Getting a job has become more competitive than ever. Indeed, standing out from the crowd full of capable people is not an easy thing to do.

However, your shine will not be dull if you follow some tips on how to make your application stand out from the crowd. This applies to most types of mass hiring activities, face-to-face or virtual.

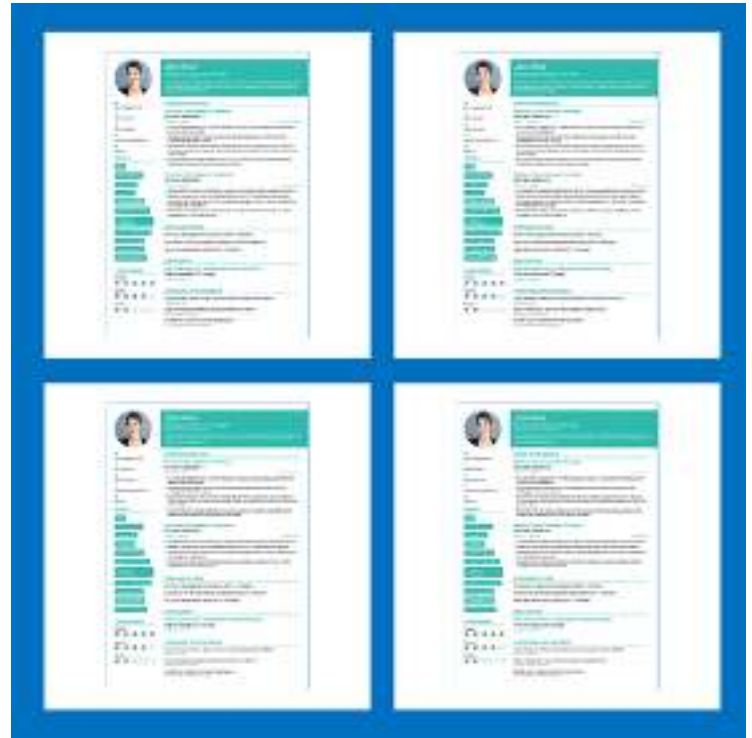
Silicon Valley Associates Recruitment suggests to our Candidates the following steps on how to make your application stand out from the crowd

## How To Make Your Application Stand Out From The Crowd

### Prepare yourself

Nothing is a good starter than being an early worm. Now is the time to get started and establish your career. This can be done through advanced research in the companies and industries you are interested in. The more prepared you are, the less pressure you feel.

One of the best steps to prepare yourself is to look over profiles (on LinkedIn, professional websites, or social media sites) of your peers in your current role, or people in the industry or company that you desire to be part of or even people who are working in the position you eventually want to reach. Note their skills, academic background, and experiences to know what areas you can focus on improving.



### Enhance your skills and capabilities

Boosting skills significantly involves academic progress, experiences, and volunteer works. You can participate in various online and offline training for IT, where others can be freely studied or downloaded online. These additional experiences can be an edge over others, especially for those with equally qualified academic backgrounds like you.

To know what skills you want to focus on gaining, you can go back to your previous research on LinkedIn profiles. Get relevant skills that you want to prioritize and enhance.

## Use self-assessment tools, and include that in your resume

Knowing your strengths and weaknesses is a crucial step in determining the field you want to be part of. You can take online assessments, such as the Career Cluster Interest Survey or the Big Five Personality Test that helps you in self-assessing. Once you allow yourself to be assessed based on your capabilities and things needed to be improved, you can then determine the types of environments that will match your characteristics.

You can include highlights of your self-assessment results to your resume to help you stand out among the crowd. Doing so will help you to be easily remembered because not everyone does this. Recruiters will also really appreciate your initiative and will potentially keep you in their minds.

## Prepare a Self-Introduction (Audio or Video!)

An elevator pitch is an excellent way to introduce yourself to someone you just met who might be a prospective recruiter or professional network. This brief introduction must ideally not more than 60 seconds and should highlight your unique selling point and communicate your personal brand. Your unique selling proposition and personal branding can be determined by discovering yourself and determining what others may want from you into one or two brief sentences.

To stand out from the crowd, you can create and record your elevator pitch introduction. You can upload them to your personal website and social media channels (e.g., YouTube, LinkedIn) to increase your online presence.

# PERSONALITY TYPE AND FULFILLMENT

## WHAT ENERGIZES YOU?

Remember these are preferences, not absolutes!  
You will (at times) need all of these things!

### EXTROVERTS AND INTROVERTS



Extroverts need to engage with the outside world to feel fulfilled. They need interaction, activity, experiences, and frequent contact with friends.

Introverts need regular alone time that is unstructured and free. They also need one or two deep and meaningful friendships.

### INTUITIVES AND SENSORS



Intuitives need to envision possibilities and imagine creatively. They prize philosophical, abstract discussion and exploration.

Sensors need to explore the world, spend time in nature, craft, build, create, hike, cook, nap. The tangible world excites them want to optimize their relationship to it. They prize facts and practicality. .

### THINKERS AND FEELERS



Thinkers are energized by problem-solving, troubleshooting, and making things either inside or outside of themselves effective. They prize logical debate, discussion, and analysis.

Feelers are energized by understanding people (or themselves) on a deep level. They enjoy counseling, empathizing, and developing emotional bonds. They prize ethical integrity and harmony.

### JUDGERS AND PERCEIVERS



Judgers are energized by planning, organizing, and structuring their day. They like creating a routine and are stimulated by closure.

Perceivers are energized by new possibilities, alternatives, and being spontaneous. They are stimulated by having more options.



“

This brief introduction must ideally not more than 60 seconds and should highlight your unique selling point and communicate your personal brand

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ELEVATOR PITCH

## Preparing Your CV

The unpopular belief that CVs are dead and employers or recruiters no longer read them is not true at all. SVA Recruitment Consultant Victor Chen, who has more than ten years of experience in the recruitment field, asserted that tailoring your CV is crucial for getting the hiring managers or recruiter's attention.

Applicant's resume/CV is screened in an average of 7 seconds, so you must make use of that limited window. Stand out by using appropriate keywords matching the Job Ad or Description to highlight your matching skills and experiences. Make it easy to find by placing it somewhere where it's not lost amongst the text of the rest of your resume, or underline/highlight it. They look for facts and numbers. For example, your highest sales achievement, your

### Choose the right design and template

You must choose the proper format in creating your application documents. There are many free and inexpensive resume templates out there that can aid you with this problem. SVA Recruitment offers professional and user-friendly templates and advice that enable you to customize your application details. You can see these templates below.

finished websites, or the digital media tools you proficiently know how to use. These materials must particularly deliver the specific role you want to impart in the company. This means that you should have more versions of your resume saved ahead instead of sending out the same version to all jobs, employers, and recruiters. Therefore, tailor your resumes based on the position you are applying to.

### Demonstrate your skills in your CV through examples

These skills may come from various experiences gained through previous jobs, hobbies, and even personal lifestyles that are meaningful. State what the recruiter wants to hear about, provide evidence-based on your experience and highlight them in your CV. Use factual information, achievements, and numbers.

Different jobs require different designs. For instance, a web designer has to choose a template that displays his creativity for designs, including funky fonts, colors, graphics, and pictures. A Lawyer or Senior Manager is recommended to present a more formal, black, and white only resume. Your CV design speaks a lot for yourself and the position you are interested in.

## Best Practices to get through an Interview

In the post-Covid-19 lockdown world, competition in the recruitment market is tougher than ever. If you want to secure that all-important job in Hong Kong, then it's essential to have a CV that jumps out for the right reasons

### Choose the right template

A good template will save you a lot of time and improve the finished results of your CV. Choose a template which has been designed with your industry and job level in mind. For example, a new graduate might prefer a chronological CV which explains an educational history to date in a clear and concise way. A more experienced IT exec might prefer a functional CV which flags up key achievements in an obvious way.

### Go short

CVs should be short and easy to read - by human eyes and AI software. Get straight to the point and don't go beyond two sides of A4. Many senior execs manage to condense their achievements into a single side of A4. Ask yourself what is truly relevant to the role that you are applying for - and what is most impressive. If you have a large software development project under your belt, then you don't need to take up time and space talking about your school exam grades.

### Be professional

Yes, personality is important, but save that for the interview.

A recruiter wants to see professionalism and a format which helps them to pick out the information they are looking for. Use a simple font; ideally sans serif for easy scanning. Never use Comic Sans! Use black ink and don't include photos or images.

### Use white space

Embrace the Japanese concept of Ma and focus on the white space of your paper! Clutter makes information hard to digest, so use paragraphs, headings and plenty of empty white paper for contrast and to avoid visual overloading. Use bullet points too to flag up key points, without needing to write full sentences. Less is more here.

### Remember the basics

Add your contact details and use a professional email address. Check your spelling and grammar several times, use consistent formatting and check that all of your dates match up. Where you talk about an educational achievement, make sure you will have the certificates on hand to back up your CV.

### Focus on the job

Do a strict copy-edit when you have drafted your CV and remove the irrelevant factors. You probably don't need to mention your hobbies, unless they have some relevance to the role; for example, a volunteering interest can offer transferable skills and be of interest to an employer. Always ask yourself whether the information you are providing will take you one step

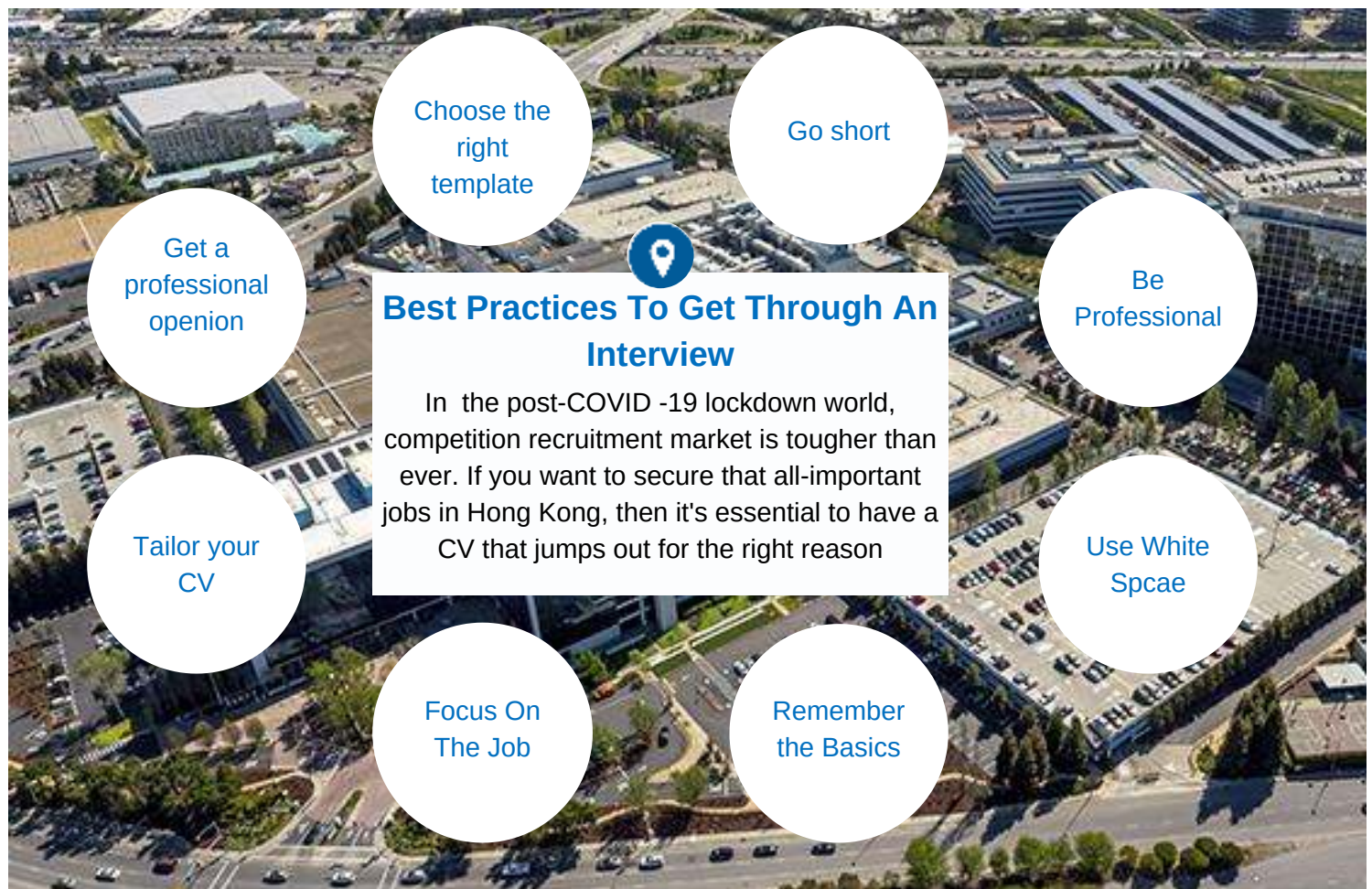
further to that dream job in Hong Kong - or whether it is simply an irrelevance

## Tailor your CV

It is a time-consuming business, but it's vital to tailor each CV for each job in Hong so that the information you provide is completely relevant. Maintain a basic 'core information' template and adjust the specifics for every application. You'll need a tailored cover letter for each application too

## Get a professional opinion

An agency recruiter within your target industry will be well placed to offer constructive, expert advice on your CV, so share your draft for a review and for feedback. This will help you to find the right job faster. Firstly, it will result in a great CV that has the right impact and it will also place you in the mind of the recruiter so that they understand more about you and the roles that you are interested in



## Build Your Online Presence and Personal Brand



### Start a Twitter and YouTube channel and monitor social media accounts

This is a vital step to stand out by making a robust online presence and personal brand. When recruiters search applicants online, these things will help you get on the top. Your posts help optimize your profile so recruiters can see your content. You can create content that illustrates what kind of an individual you are what skills you have and regular thought leadership. Let them see a glimpse of your skills, experiences, and personality. You can post your professional introduction to your social media channels.

### Maximize online presence and visual brand

Set up your own website and/or social media. With the advent of technology and the Internet, it is not surprising for us when employers or recruiters search us online. Even in this phase, you have to create an impression that you want to leave with your audience. For instance, if you wish to market yourself as a passionate social worker, you can post about your involvement with social and volunteer works in various social media. If you are an aspiring writer who wants to build a visual brand, you can create your own website or participate in multiple online

platforms to showcase your skills and work. There are Best Website Builders available online where you can freely create and build your own website platforms.

“

Your posts help optimize your profile so recruiters can see your content

PERSONAL BRANDING

## Make Use of LinkedIn and other professional networking tools

One of the most excellent venues to create an online resume and build professional networks is LinkedIn. Utilizing this online platform can be advantageous to you because it has many features that help enhance your personal branding. You can establish your expertise through the LinkedIn content platform, interact with your community via brand pages and groups, and reach out to others via LinkedIn messaging.

LinkedIn offers more opportunities for users to network every day than other social media channels like Facebook and Twitter. Constantly update your LinkedIn and Facebook profiles because recruiters visit them. Make use of your social media accounts. Post and display things that you think recruiters will like to enhance your professional brand.



“  
Constantly update your LinkedIn and Facebook profiles because recruiters visit them. Make use of your social media accounts

PERSONAL BRAND

## Participate in forums and group discussions

This is very advisable to join and participate in online discussions to gather people who have the same interest and make them your potential networks. Also, keeping in touch with timely discussions regarding the industry you are interested in keeps you updated and informed about the current market trends. By sharing information, asking questions, and being interested in different topics in your field, you can expand your network and knowledge.

**“If you have something that you don’t want anyone to know, maybe you shouldn’t be doing it in the first place”**

**-Eric Schmidt**

# Having a Successful Interview



## 1. Do your research

It is important for applicants to spend time researching the company's organizational culture, mission, and shared values. This part can be done by viewing the company's website, online platforms, or through someone you know who is part of the organization. Understanding these organizational factors are a vital part of practicing for an interview. Therefore, you can leverage your edge over others once you learn as much as possible before applying and during the interview process.

## 2. Practice makes you perfect

Or maybe not, but it can make a huge difference compared to those who don't. Rehearsing before the interview is never a bad idea. This would be the part where you write and familiarize yourself with the details you gathered from the company you are interested in. While you are at it, practice the skill of leaving a positive impression on

the interviewer. We cannot argue how first impressions are a vital factor to stand out from the crowd. The following are some tips on how to make a great first impression to interviewers:

**Dress to Impress.** No matter how hard we can deny it, looks matter indeed to stand out among the crowd and to gain the interviewer's attention. Dressing appropriately for the occasion. The way we dress and represent ourselves are crucial factors to the success of the interview. Others who take this factor less seriously tend to not stand out from the rest.

**Learn when to talk and listen.** Interviewers often find it annoying or boring when the applicant is too talkative or too shy to market themselves during the interview. The professional introduction or elevator pitch we discussed earlier is applicable here when introducing yourself. Do not talk so much about yourself and learn to listen to how others speak. You might have the most



excellent record in your field, but eventually, people are going to want to talk about themselves- and you should let them. Not everyone knows how to listen so that will give you a great remark to stand out and be remembered.

### 3. Prepare questions in advance.

Remember that you are being interviewed not because of who you are but because they would like to know how you can be an asset and make a difference for the company. This means that the interviewer will more likely ask you if you have any questions and that preparing a question in this part is a crucial factor in standing out among the others. Not everyone is ready for this moment, so you have the chance to be remembered based on your questions and the way you asked them.



Asking questions also leaves an impression on the interviewer that you are prepared for that moment and is serious about the position that you are interested in. These questions can range from wanting to know about the company's culture to how they would likely treat you when you are hired. Some remarkable questions to be considered are as follows: Note that ask them in a respectful manner to make an impression and to encourage them to answer your question truthfully.

- What can you say about your organizational culture?
- How does your company define success? How are they committed to ethical conduct?
- What motivates you to get up and work for this company?
- Can you please tell me how does this company performs or treat employees than its competitors?

### 4. Follow up and make a lasting impression

Of course, a first impression may matter, but leaving a lasting impression that keeps you in the interviewer's mind is an achievement. Know when and how to follow-up. Many applicants find it hard how to follow-up on the company that they are applying for. One way to do this is to write a thank you email not later than a day after the interview was held. A brief message or email thanking the interviewer for the time you had with them would be a great one.

It would be best if you also took the time to incorporate something specific from the interview moment so they can remember who you are. Emails are one of the convenient ways to instigate a new line of communication. This can be an avenue for recruiters or hiring managers to get back to you to offer you a job or getting in touch with you in the future. This is how essential these factors are.

“

Not everyone is ready for this moment, so you have the chance to be remembered based on your questions and the way you asked them

**Preparing Questions**



IT AND TECHNOLOGY RECRUITMENT  
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# Sales: Resume Template

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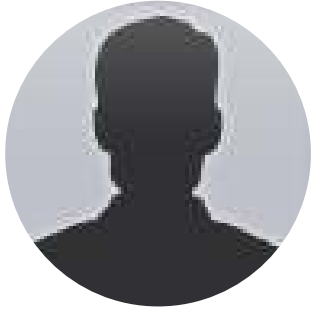
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# LOUIS ANDERSON

## SALES

Phone: 808-242-7291

E-mail: andersonlouis@gmail.com

Website: andersonlouis.com

## PROFILE

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Software engineer with thorough hands-on experience in all levels of testing, including performance, functional, integration, system, and user acceptance testing.

## EXPERIENCE

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### SALES MANAGER

#### Healthmade Solutions (2015 - present)

- Direct software design
- Evaluate interface between hardware and software
- Advice customers regarding maintenance of software system

### ACCOUNT MANAGER

#### RealPro Software (2014 - 2015)

- Stored, retrieved, and manipulated data
- Modified existing softwares to correct errors
- Prepared detailed reports

### SALES ACHIEVEMENTS & AWARDS

- target & results
- Clients won
- industries sold in

## EDUCATION

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### BS SOFTWARE ENGINEERING

#### New City College (2014 - 2010)

### BA IN MULTIMEDIA ARTS

#### School of The Arts (2010 - 2008)

Click link to download CV:

<https://bit.ly/3gV2UBz>

# JEREMY MARSH

SALES

## CONTACT

(910) 285-8640

HI@JEREMYMARSH.COM

WWW.JEREMYMARSH.COM

## PROFILE

I am an experienced social media manager seeking a full-time position in the field of social media and marketing communications, where I can apply my knowledge and skills for continuous improvement.

## SALES ACHIEVEMENTS & AWARDS

- target & results
- Clients won
- Industries sold in

## EXPERIENCE

### BUSINESS DEVELOPMENT MANAGER

NEW MEDIA COMPANY | FEB 2013 - DEC 2014

- Managed social media accounts and created social media for daily postings
- Increased social media following and clicks by 200%

### SALES MANAGER

RICH MEDIA INTERACTIVE | APR 2012 - JAN 2013

- Developed a social media strategy to increase the following of the company website
- Spearheaded a viral campaign for one of the company's new products

### ACCOUNT MANAGER

RICH MEDIA INTERACTIVE | APR 2012 - JAN 2013

- Developed a social media strategy to increase the following of the company website
- Spearheaded a viral campaign for one of the company's new products

## EDUCATION

### BACHELOR OF ARTS, MAJOR IN COMMUNICATION

UNIVERSITY OF DUNDEE | 2009 - 2013

GPA: 3.9

## AWARDS

### NEW MEDIA COMPANY

MOST OUTSTANDING SOCIAL MEDIA PRODUCER

DEC 2014

### RICH MEDIA INTERACTIVE

BEST INTERN

JAN 2013

[Click link to download CV:](#)

<https://bit.ly/35dS4Vi>



IT AND TECHNOLOGY RECRUITMENT  
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# IT Infrastructure: Resume Template

Silicon Valley Associates Recruitment

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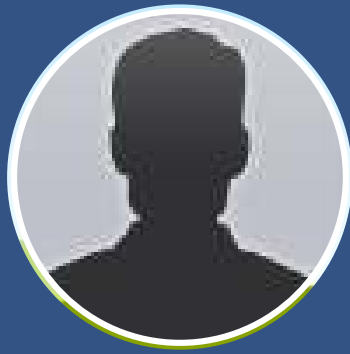
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# OLIVIA WILSON

## IT INFRASTRUCTURE MANAGER

### CONTACT ME AT

Office Address: 123 Anywhere  
St., Any City, State, Country  
12345

hello@reallygreatsite.com

www.reallygreatsite.com

@reallygreatsite

### TECHNICAL SKILLS

- Project Management
- Software Development
- Budgeting and Cost Analysis
- Enterprise Resource Planning
- Staff and User Training
- Process Improvement

### CERTIFICATES

- 📖 Most Outstanding Employee of the Year, Pixelpoint Hive (2015)
- 📖 Best Mobile App Design, HGFZ Graduate Center (2014)
- 📖 Design Awards, Cliffmoor College (2012)

### PERSONAL PROFILE

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

### WORK EXPERIENCE

#### Network Architect

Westheon FGW | Oct 2017 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

#### System Administrator

Pixelpoint Hive | Jan 2014 - Sept 2017

- Managed complex projects from start to finish
- Collaborated with other designers
- Translated requirements into polished, high-level designs

### EDUCATIONAL HISTORY

#### HGFZ Graduate Center

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

#### Cliffmoor College

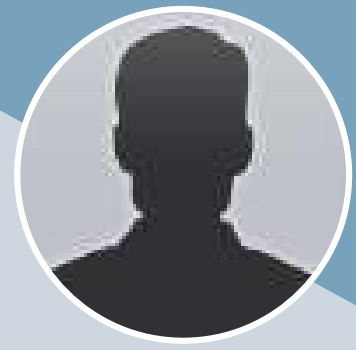
BA Product Design | Dec 2008 - Dec 2012

- GPA: 3.26
- Minor in Management
- Thesis involved studying several technology companies and optimizing their product design process

**Click link to download CV:**

<https://bit.ly/2Zc53D5>

# YOUR NAME



IT INFRASTRUCTURE

## PERSONAL PROFILE

I am a junior student at Sandy Spring High School. I have been coding since I was 13, and I love building websites and using technology to help people.

## CERTIFICATES

- School Website Team Lead
- Vice President of the Sandy Spring Film Club
- Treasurer of the Sandy Spring Coding Society
- 1st Place, Meefle Hackathon

## EXPERIENCE

**Network Engineer** | Thrivester Review Center | Jan 2019 - present

- Performs one-on-one tutoring with middle school and high school students about different areas of mathematics
- Taught several classes on algebra"

**Network Engineer** | Berou Solutions, Inc. | Mar - May 2019

- Translated wireframes into front end code
- Assisted with creating an online ordering app
- Conducted user research through surveys and interviews

## TECHNICAL SKILLS

**Newpond High School** • Specialization in Technology | Class of 2020

- GPA of 3.55
- Member of the Newpond High Honors Society
- Advanced Placement in History, Calculus, and Multimedia
- Best in Math for two consecutive years

## CHARACTER REFERENCES

**Angela Sledge** | Teacher, Sandy Spring High School

**Jenny Olzen** | Teacher, Fallsum High School

**August Poutints** | Manager, Thrivester Review Center

123-456-7890

hello@reallygreatsite.com

www.reallygreatsite.com

Click link to download CV:

<https://bit.ly/2ZdGCoR>



IT AND TECHNOLOGY RECRUITMENT  
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# IT Service Engineer: Resume Template

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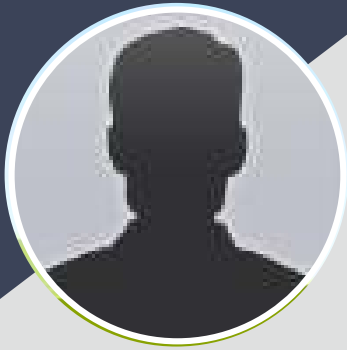
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[info@svarecruitment.com](mailto:info@svarecruitment.com)





# KATELYN JOHNSON

IT SERVICE ENGINEER

## ABOUT

I am an experienced social media manager seeking a full-time position in the field of social media and marketing communications, where I can apply my knowledge and skills for continuous improvement.

## TECHNICAL SKILLS

SEO and Google Analytics  
Social media strategy  
Marketing  
Web content development  
Copywriting  
Corporate blogging  
Project management  
Layout design  
Photo editing  
Market research

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

## CONTACT

P: +44 7700 9530  
E: hello@nataliedawson.com  
W: www.nataliedawson.com

## SOCIAL

fb.me/nataliedawson

@nataliedawson

@natalietweets

## WORK EXPERIENCE

### HELP DESK ANALYST

Red Media Company | Feb 2013 - Dec 2014

- Managed social media accounts
- Created social media graphics for daily postings
- Increased social media following and clicks by 200%

### HELP DESK ANALYST

Rich Media Interactive | Apr 2012 - Jan 2013

- Developed a social media strategy to increase the following of the company website
- Spearheaded a viral campaign for one of the company's new products

## EDUCATION

### BACHELOR OF ARTS, MAJOR IN COMMUNICATION

University of Dundee | 2009 - 2013  
GPA 3.9

## CERTIFICATES

### MOST OUTSTANDING MEDIA PRODUCER

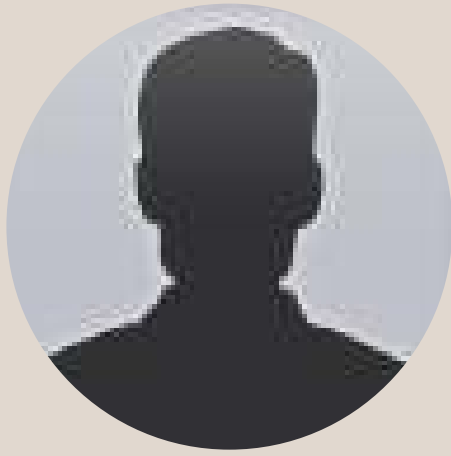
Red Media Company | Dec 2014

### BEST INTERN

Rich Media Interactive, Jan 2013

**Click link to download CV:**

<https://bit.ly/2ZeyIRh>



# MARIANA NAPOLITANI

IT SERVICE ENGINEER

## TECHNICAL SKILLS

I am a digital native and a champion of social media tools and technologies, with a track record of creating and implementing successful social media programs.

## CERTIFICATES

- One of the leads in a viral campaign released on Valentine's Day
- Helped company accounts attain verified status
- Maintained 100% response rate for a month

## GET IN TOUCH WITH ME

Home: 123-456-7890  
Cell: 123-456-7890  
Email: [hello@reallygreatsite.com](mailto:hello@reallygreatsite.com)  
Website: [www.reallygreatsite.com](http://www.reallygreatsite.com)  
Facebook: [@reallygreatsite](https://www.facebook.com/reallygreatsite)  
Instagram: [@reallygreatsite](https://www.instagram.com/reallygreatsite)

## WORK EXPERIENCE

### Service Engineer

*MLK Media Inc. | Feb 2013 - Dec 2014*

- Managed online campaigns for various clients, effectively driving brand awareness and engagement
- Increased traffic to social media accounts by 50%

### Service Engineer

*Wanderguy Clothing Co. | Jan 2012 - Jan 2013*

- Helped the brand achieve a strong social media presence by handling day-to-day inquiries
- Assisted in developing concepts with viral potential

## PREVIOUS EDUCATION

### University of Lihua

*Bachelor of Arts in Business Communication*

- Class Salutatorian
- News Editor of the school paper, The Lihua Daily
- President of the Lihua Debate Society
- Member of the UOL Marketing Association

### Ruthston High School

*Class Salutatorian, graduated in 2008*

- President of Ruthston Raiders Cheerdance Squad (2008)
- President of the Ruthston Debate Club (2006 to 2008)
- Student Council Public Relations Officer (2005)

## PROJECTS

I can produce music using any of the following programs: AVID Pro Tools, FL Studio, Ableton Live, Adobe Premiere, Vegas Pro 15, Cubase, and Fruity Loops.

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# Project Manager: Resume Template

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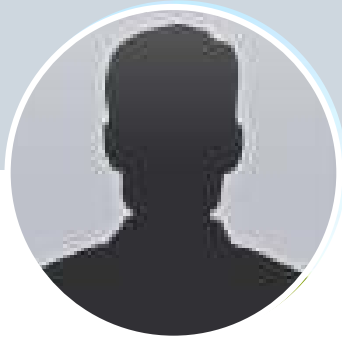
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# JAMIE CHASTAIN

PROJECT MANAGER

## PROFILE

I am a software developer with robust problem-solving skills and proven experience in creating and designing software in a test-driven environment.

## TECHNOLOGIES

### Coding Languages

C#, ASP.NET JavaScript, HTML/CSS, Python

### Frameworks/Systems

MVC, AngularJS, bootstrap, Visual Studio, Team Foundation Server

## CHARACTER REFERENCES

### Camden Michaels

Software Manager,  
Mathica Labs  
Cell: 123-456-7890

### Jenny Marsh

Senior Software Developer,  
ZimCore Solutions  
Cell: 123-456-7890" 141

## HOW TO REACH ME

Home: 123-456-7890  
Cell: 123-456-7890  
Email: [hello@reallygreatsite.com](mailto:hello@reallygreatsite.com)  
Address: 123 Anywhere Street, Any City, State  
LinkedIn: @reallygreatsite

## CAREER SUMMARY

### Project Manager

Mathical Labs | May 2020 to present

- Designs and creates software solutions to solve pain points for various clients
- Checks feasibility of software prototypes
- Modifies code to fix errors

### Software Developer

ZimCore Solutions | Aug. 2016 to April 2020

- Developed and implemented software solutions based on client requirements
- Tested and refined software prior to rollout
- Released ad hoc product patches

## EDUCATIONAL TRAINING

### Milchuer College

Master of Science in Computer Science

- Enrolled since Sept. 2020 to present
- Taking up specialization courses in data science to broaden skill set
- Taking up electives in cyber security

### Beechtown University

Bachelor of Science in Computer Science

- Attended from Sept. 2012 to June 2016
- President, Student Council
- Founder, Beechtown University Coding Club
- Champion, Beechtown Hackathon 2015

## PROJETCS

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Cell: 123-456-7890  
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# Yael Amari

## IT Project Manager

123-456-7890

www.reallygreatsite.com

123-456-7890

hello@reallygreatsite.com

### SUMMARY

I am a qualified and professional music teacher with a high level of experience and a real zest for sharing my passion for all things musical.

### CAREER

---

#### 2016 - PRESENT IT PROJECT MANAGER

**Beechtown  
Private  
School**

- Teaches music history and appreciation
- Instructs in the use of a range of instruments, encompassing string, percussion, and keyboard

#### 2014 - 2016 SOFTWARE DEVELOPER

**The Working  
Artists Guild**

- Conducts classes on three afternoons per week
- Oversees student performances at local events
- Conducts workshops at the city community center

### EDUCATION

---

#### 2016 UNIVERSITY OF WINSLOUGH

**Bachelor of  
Arts, Major in  
Music**

- Member, 2013-2016, UW Music
- Society Member, 2013-2014, UW International Society

#### 2013 BEECHTOWN ACADEMY

**Completed  
Requirements  
for High School**

- Member, 2013, Beechtown Academy Brass
- Band Member, 2011-2013, Beechtown Music
- Club Has performed with The Stevens band

### TECHNOLOGIES

I play the guitar (bass, acoustic, electric), the drums (typical and electric), and the keyboard or piano. I play in a local band called The Stevens.

### PROJECTS

I play the guitar (bass, acoustic, electric), the drums (typical and electric), and the keyboard or piano. I play in a local band called The Stevens.

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# IT Development: Resume Template

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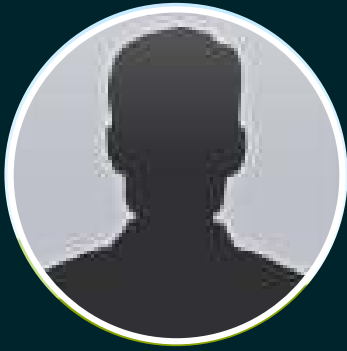
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# BENJAMIN SHAH

## IT DEVELOPMENT

### INTRODUCTION

Hi there! I'm Benjamin and I love teaching all kinds of children. I love getting to know my students and nurturing them to their fullest potential.

### TECHNICAL SKILLS

English Literature  
Grammar and Vocabulary  
Student Development  
Classroom Management  
Extracurricular Activities  
Lesson Plan Development  
Trained for First Aid

### CONTACT DETAILS

Number: 123-456-7890  
Email: hello@reallygreatsite.com  
Website: www.reallygreatsite.com  
Address: 123 Anywhere St., Any  
City, State, Country 12345

### MY INTERESTS

Reading and Writing Poetry  
Mountain Climbing  
Skiing and Snowboarding  
Wall Climbing  
Jazz and Indie Music  
Part-Time Babysitting  
Painting and Sketching

### WORK EXPERIENCE

#### DEVELOPER ENGINEER

*Sunny Rings Elementary School, 2012-Present*

- Co-designed lesson plans for various classes
- Taught classes using modern teaching methods
- Fostered a supportive and encouraging classroom environment

#### IT DEVELOPER

*Gresdale Elementary School, 2011-2012*

- Substituted for English and Art classes
- Provided after-school tutoring for students
- Taught English summer school classes for elementary students

### ACADEMIC BACKGROUND

#### OULCASTER UNIVERSITY

*MA in Education & Development (2010)*

- Graduated with First Honors
- Published a paper entitled Education from a Behavioral Standpoint
- Successfully organized a state-funded teaching program

#### KIRMERE STATE COLLEGE

*B.A. in English Literature (2007)*

- Graduated with 1st Honors
- Awarded with Academic Excellence in English
- Member of the Kirmere Youth Education Charity
- Member of the Kirmere Book Club

### PROJECTS

Reading and Writing Poetry  
Mountain Climbing  
Skiing and Snowboarding  
Wall Climbing  
Jazz and Indie Music  
Part-Time Babysitting  
Painting and Sketching

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# YOUR NAME

## IT DEVELOPMENT

### BACKGROUND & PROFILE

*I build and maintain the hardware and software components of their employer's IT network..*

### TECHNICAL SKILLS

- Establish Network Infrastructure
- Providing IT Support
- Maintain Network Components

### GET IN TOUCH WITH ME

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### WORK EXPERIENCE

#### Name of the Company

Position | January 2016-present

- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data

#### Name of the Company

Position | January 2013 - December 2015

- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data

#### Name of the Company

Position | January 2013 - December 2015

- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data
- Sell Skills with Quantifiable/Measurable Data

### EDUCATION HIGHLIGHTS

#### Name of School

Field of Study

- School experience highlights
- School experience highlights
- School experience highlights

#### Name of School

Field of Study

- School experience highlights
- School experience highlights
- School experience highlights

### PROJECTS

Name of the Project: Contribution

Name of the Project: Contribution

Name of the Project: Contribution

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# Data Scientist: Resume Template

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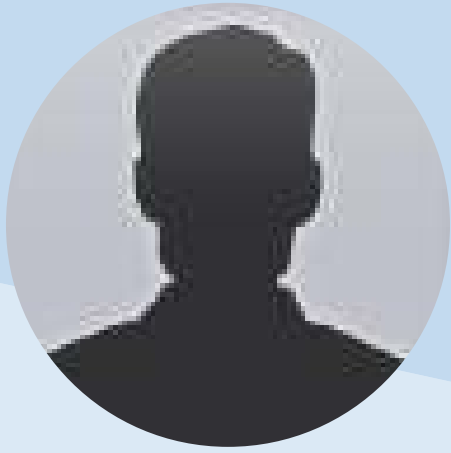
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# HELENE PAQUET, MD

DATA SCIENTIST

## PERSONAL PROFILE

I am a board-certified physician and a fellow of the National College of Surgeons, with a decade of experience in the tertiary hospital setting.

## TECHNICAL SKILLS

Statistics  
programming language – R/ Python.  
Data Extraction  
Data Wrangling and Data Exploration  
Machine Learning Algorithms  
Advanced Machine Learning

## PERSONAL DETAILS

Room 207, Medical Arts Tower  
Belleford General Hospital  
123 Anywhere St., Any City, ST 12345  
Phone: 123-456-7890  
Email: hello@reallygreatsite.com

## COMPETENCIES

- Ability to help students improve their knowledge
- Good communication skills
- Skilled in working with the MS Office Suite and online educational portals

## CAREER EXPERIENCE

### Position

Name of the Company | Jan 2018-present  
Manages the organizational aspects of the Department of Surgery, including human resource management; budget and fiscal control; quality control compliance

### Position

Name of the Company | Apr 2012-Dec 2017  
- Created diagnostic and therapeutic plans for surgical patients  
- Performed major and minor surgeries under senior supervision  
- Ensured post-surgical care

## EDUCATION

### Name of School

Field of Study | Jun 2008 - Apr 2012  
Doctor of Medicine  
Graduated with distinction, GWA: 3.75  
Completed internship at the Numford University Hospital  
Awarded Top Intern, Department of Surgery

### Name of School

Field of Study | Jun 2004 - Apr 2008  
B.S. Psychology  
Graduated with distinction, GWA 3.5  
Leadership Awardee for Student Council service  
Science Awardee for exemplary academic performance

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# YOUR NAME

DATA SCIENTIST

## EXECUTIVE SUMMARY

I am a sales representative who specializes in consumer goods sales. I have gathered numerous contacts over the years and strive to meet client needs.

## TECHNICAL SKILLS

- Fast-moving Consumer Goods (FMCG) Sales
- Packaged Consumer Goods Sales
- Corporate sales account management
- Experience in retail and manufacturing sales

## HOW TO CONTACT ME

Address: 123 Anywhere St., Any City, State, Country 12345  
Phone: (123) 456-7890  
Email: hello@reallygreatsite.com  
Website: www.reallygreatsite.com

## PERSONAL REFERENCES

Anne BangCFO, Hewres-Belte Corp.  
(123) 456-7890  
hello@reallygreatsite.com  
Chy WatersCOO, Velferal Foods Inc.  
(123) 456-7890  
hello@reallygreatsite.com

## RELEVANT EXPERIENCE

### Position

*Company Name. | July 2020 - present*

- Offer consumer goods packages to corporate and retail clients
- Meet with clients every quarter to update or renew services
- Train junior sales agents

### Position

*Company Name | April 2017 - June 2020*

- Visited corporate client offices to offer latest products
- Built relationships with clients to maintain sales goals and create new opportunities

## SCHOOL BACKGROUND

### Name of School

*Professional Certificate  
Fall 2016*

- Certificate in Sales Management and Strategy
- 6-week course to hone professional sale skills
- Wrote final paper based on practical case studies

### Name of School

*BA Sales and Commerce  
Graduated June 2016*

- Class of 2016, magna cum laude
- Vice President of Brayershire College Business Society
- Undergrad Teaching Assistant for Intro to Economics

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# Web Developer: Resume Template

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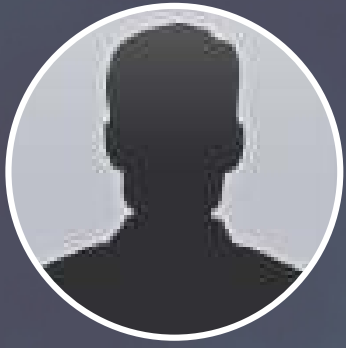
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# YOUR NAME

Web Developer

## CAREER GOALS

To be an innovator in digital media and responsible social media management, and to use online platforms to organize cause-oriented communities

## CORE STRENGTHS

- Content Creation
- Social Networking
- Public Relations
- Website Management
- Digital Analytic Tools
- Graphic Design
- Strong Communication Skills

## CONTACT DETAILS:

Telephone: 123-456-7890  
Email: hello@reallygreatsite.com  
LinkedIn: @reallygreatsite  
123 Anywhere St., Any City, State, Country  
12345  
www.reallygreatsite.com

## EMPLOYMENT HISTORY

### Name of the Company

#### POSITION, YEAR

Grew the company's community by engaging users through social media channels. Improved the structure of the community program for the Eastern Region.

### Name of the Company

#### POSITION, YEAR

Interacted with subscribers on social media sites. Generated content for various social media and online platforms. Tracked metrics for performance.

## ACADEMIC HISTORY

### Name of School

#### FIELD OF STUDY

- Graduated with distinct honors
- Editor-in-Chief of the Laytown Herald, 2014-2015
- Member of the Laytown Leaders Circle
- Founder of Laytown Writers Guild

### Name of School

#### FIELD OF STUDY

- Completed coursework ahead of time
- Academic Achievement Awardee
- Best Thesis: "Bridging the Gap Between Online and Offline Community Engagement"

## TECHNICAL SKILL

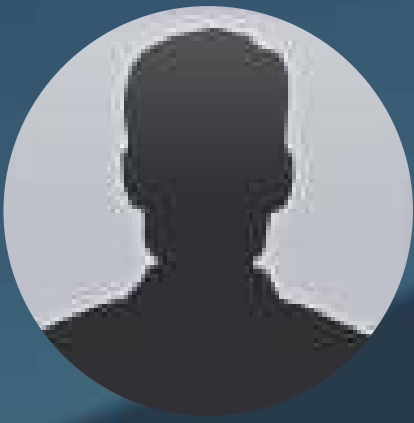
- Problem-Solving
- Proficient in Microsoft Office
- Excellent Customer Service
- Outdoor Activities
- Writing Poetry and Fiction
- Sketching Urban Scenes

## WEBSITES EXAMPLES

- Problem-Solving
- Proficient in Microsoft Office
- Excellent Customer Service
- Outdoor Activities
- Writing Poetry and Fiction
- Sketching Urban Scenes

Click link to download CV:

<https://bit.ly/2ReKEZL>



# TIMOTHY STUART

WEB DEVELOPER

## PERSONAL PROFILE

---

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

## CONTACT

---



512 Moore Street,  
Indigo Valley, San  
Diego, California



timstuart@gmail.com



872-871-9271



/timstuart

## EDUCATION

---

San Diego University  
Bachelor in Marketing, 2018

## TECHNICAL SKILLS

---

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

---

### 13 Monkeys, Web Developer

JUN 2019 - JAN 2020

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

### World Mark, Marketing Assistant

JUN 2018 - JUN 2019

- Handled the company's online presence - regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

## WEBSITE PROJECTS

---

- Maintained and organized numerous office files

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# HENRIETTA MITCHELL

IT SENIOR

## PERSONAL PROFILE

I am a committed researcher with excellent communication skills. I have expertise and experience in a variety of areas, such as Anthropology and Art Studies.

## AWARDS & ACHIEVEMENTS

Awarded Bell and Tanner's Top Researcher - August 2016  
Published "Unity and Diversity in the Modern Era: A Study of Social Media Platforms" - July 2017

## CONTACT INFORMATION

Home: 123-456-7890  
Cell: 123-456-7890  
hello@reallygreatsite.com  
www.reallygreatsite.com  
123 Anywhere Street, Any City, State, Country 12345

## TECHNOLOGIES

- Microsoft Office Programs
- Editing copy
- Extensive knowledge of Anthropology
- Research and data collection
- Data assessment
- Great communication skills

## WORK EXPERIENCE

### IT Director

Tradewell-McMann Inc. (2017 - Present)

- Organizes and conducts interviews with clients and subjects
- Assesses resources and produced deliverables on time
- Prepares research publications

### IT Manager

The Bell and Tanner Group (2014 - 2017)

- Responsible for following established guidelines and gathering relevant data for projects and reports
- Assisted senior researchers during interviews

## PREVIOUS EDUCATION

### University of El Dorado

Bachelor of Science in Anthropology, June 2014

- President, Dorado Student Union
- Vice President, Anthropology Club
- Member and Volunteer, Student Tutoring Center
- Member, Frisbee Team

### San Dias High School

Graduated Class of 2010, Honor Roll

- President, Student Council
- Vice President, Environmental Club
- Member, Math Society
- Member, Hiking Club
- Member, JV Rugby
- Member, Swim Team

## PROJECTS

- Microsoft Office Programs
- Editing copy
- Extensive knowledge of Anthropology
- Research and data collection
- Data assessment
- Great communication skills

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# RUFUS STEWART

## IT Senior

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### PERSONAL PROFILE

---

I am an experienced project manager who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

### CONTACT DETAILS

---

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Mobile: 123-456-7890  
hello@reallygreatsite.com  
www.reallygreatsite.com  
123 Anywhere Street, Any City, State, Country 12345

### TECHNOLOGIES

---

- Event planning
- Project management
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Hard working
- Motivated and dedicated

### PROJECTS

---

I am multilingual and can speak natively in English, French, Spanish, German, and Italian. I am also an avid reader, writer, and nature photographer.

### WORK EXPERIENCE

---

#### VP of IT

Highlands Construction Firm | 2015 - Present

I work closely with upper management to make sure that the scope, direction, and budget of each project is on schedule and in line with the proposals.

#### Project Manager

Madman Design House | 2014 - 2015

I assisted all senior consultants with project budgeting, creation and planning to ensure that the projects stayed in line with the given proposals.

### ACADEMIC PROFILE

---

#### Pink Lake University

AAS in Business Management, Class of 2014

- President for Pink Lake University's Student Business Organization
- Contributor for The Pink Lake News
- Member of the Architecture Appreciation Society

#### Pink Lake High School

Graduated Class of 2010

Valedictorian

- President, PLHS's Accounting Club
- Vice President, Digital Arts and Media Organization
- Member, Math Team
- Member, Environmental Society

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# Our Team

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# Our Senior Team



**VAHID HAGHZARE**  
MANAGING  
DIRECTOR

Vahid.Haghzare@svarecruitment.com



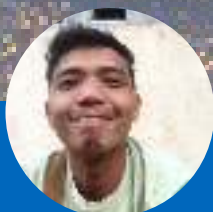
**VICTOR CHEN**  
SENIOR RECRUITMENT  
CONSULTANT

Victor.Chen@svarecruitment.com



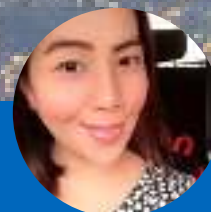
**DARYL GALARIANA**  
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ASSOCIATE

marketing@svarecruitment.com



**JOHN BADILLA**  
SENIOR RESEARCH ASSOCIATE-  
SALES & MARKETING

info@svarecruitment.com



**HAZEL CHIU**  
SENIOR RESEARCH  
ASSOCIATE- IT

Hazel.Chiu@svarecruitment.com

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Silicon Valley Associates is ideally positioned to support the continual demand from tech companies and IT Departments looking to hire in Hong Kong, Asia, and Worldwide. Please let us know if you would further advise on the above topic or your hiring needs.

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