THE RÉSUMÉ STUDIO

RÉSUMÉS RE-IMAGINED

Résumé Redux: Using the Writing Process as a Tool for Career Discovery

Using the writing process as a tool for career discovery

Instead of looking at the résumé as a "once and done" chore, look at it as a dynamic / continual / growth experience

- Developing a résumé that works requires you to begin translating who you are with where you want to go
- But what if you don't exactly know *where you want to go?*

"Things you can do" (skills) will be what you use to translate your experience to a new audience

- Which lead to a set of keywords you'll use in your résumé (and on LinkedIn®)
- Keywords that are usable as clues in your search for potential new career paths

Research and construct new discoveries like you always have, but this time on your own behalf

- LinkedIn® (advanced search), Google, Indeed.com
- Track what you discover and keep following the bread crumbs

THE
RÉSUMÉ
STUDIO
RÉSUMÉS RE-IMAGINED

Our work so far and where we're going

Where we started:

- Berkeley presentation, May 2014

- San Diego, February 2015

    – Job Description Analysis (the JDA)

    – Résumé templates

What's new since San Diego:

- One-on-one sessions with nine PhD candidates
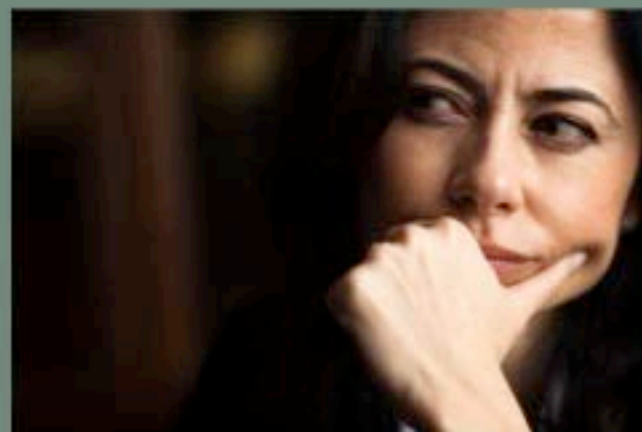- They are getting interviews and jobs

Today's activities:

- View examples
- Learn / review JDA principles
- Hear experiences
- Deliver "bucket" examples

All will be available for download, including portions of these slides

THE
RÉSUMÉ
STUDIO
RÉSUMÉS RE-IMAGINED

Let's get skeptical

You be the recruiter

Let's go behind the scenes

Your mission:

- Present a candidate for your boss to interview
- S/he wants only the **absolute closest fit** between the job requirements and the 557 résumés you're about to review

What's at stake?

- **Your job!** It depends on how closely you match the needs of the job to the information you find on a résumé you will soon review

THE
RÉSUMÉ
STUDIO
RÉSUMÉS RE-IMAGINED

Education

M.A.   English Literature, The University of California, Santa An[a]
B.S.   Cellular and Molecular Biology, The University of Califor[nia]

B.A.   English Literature
       Honors Thesis: "The History of Intellectuals and [...]
       The University of Edinburgh, University of California E[...]

Program Development and Management

- XYZ Undergraduate Research Program Graduate Fellow, UCS[...]
  - Assessing the effectiveness of the XYZ department's f[...]
    undergraduate research program, particularly in reg[...]
    the original vision and objectives.
  - Developing the program's structure and curriculum to [...]
    more individualized forms of support and to enhance [...]
    long-term sustainability.
- Co-Coordinator of the ABCDEGF Program, UCSAW
  - Developing and promoting our activism program tha[...]
    writing tutoring to the greater Santa Ana Winds co[...]
- XYZ Department Undergraduate Committee Representative [...]
  for the Council of Graduate Students, UCSAW
  - Assisting in the evaluation and development of unde[...]
    curriculum.
  - Formulating career support for XYZ majors; develo[...]
    potential alumni networks.
- Peace Corps, Community Environmental Conservation V[...]
  - Researched and analyzed host community (of 250 [...]
    determine its needs and desires in such areas as e[...]
    conservation, health, and education.
  - Led community groups to develop a set of projects [...]
    them to meet their goals; supervised project impl[...]
  - Developed strategies for evaluating the success an[...]
    sustainability of these projects.

Project Management and Event Planning

- Graduate Assistant at the UCSB Interdisciplinary Hum[...]
  - Assisting in the planning and execution of confer[...]
    events for UCSB's center for interdisciplinary res[...]
- COMMA Research Center Assistant (Center for Mode[...]
  Materialism, and Aesthetics), UCSB English
  - Developing the yearly COMMA program.

CAREER TARGET: Manager of Regional Impact, LEE
Program & Project Management

Educator and activist with seven years of international and domestic project / program management and [...]
experience in small communities, international municipalities, and academic settings. Specialize in work[...]
diverse constituents on every day, hands-on management issues, as well as larger scale, long-term planni[...]
evaluation needs related to ensuring sustainability and growth.

Emphasis on public-facing humanities programming within the University of California system and City [...]
Winds. Independent and collaborative work with groups ranging from 3 to 250 people. Teaching position[...]
one-on-one tutoring to groups of 35 students.

EDUCATION:

University of California, Santa Ana Winds, *Ph.D. (expected 2016)*
University of California, Santa Ana Winds, *M.A., English, 2012*
University of California, Berkeley, B.S., Biological Science, with honors, 2008; B.A., English, with hono[...]
The University of Edinburgh, UC Education Abroad Program, 2004-2005

EXPERIENCE:

PROGRAM DEVELOPMENT & PROJECT MANAGEMENT   2008

Six-year academic and two-year volunteer tenure with work experience including leadership, management, [...]
and administrative roles. Collaborate with various humanities departments at UCSAW, across University o[...]
system, and with the greater public including the California public school system. Engagements and positio[...]

UNIVERSITY of CALIFORNIA, SANTA ANA WINDS, CA

Collaborative work with students, faculty, and university administration on XYZ department prog[...]
research, as well as developing public-facing programs for UC and Santa Ana Winds community[...]

Graduate Fellow, XYZ Department, ABC Research Program *(9/14–8/15)*: Evaluated and develop[...]
department's fledgling undergraduate research and professionalization program. Worked closely [...]
students and up to 15 faculty members.

- **Program Evaluation, Development & Administration:** Assessed program effectiven[...]
  original vision and objectives, implemented system for continual re-evaluation, criteria [...]
  benchmarking, and project best practices. Identified solutions for low student retention [...]
  ending tenure with 95% retention rate in Y1 participants.

Research Center Assistant, ABC Department (Center for ABCD-EFG) *(9/13–5/14; 12/14–6/15)*: P[...]
administrative support for departmental research initiative.

- **Publicity & Event Planning:** Prepared and disseminated pre-meeting materials; publici[...]
  12 department events annually campuswide. Assisted in event planning and execution w[...]
  activities ranging from 5-person reading groups to conferences with up to 60 attendees.

Co-Coordinator, ABCDEFG Program *(4/13–present)*: Developed and directed activism program ba[...]
belief that writing is a right and a form of empowerment. Worked with 5 graduate students and XY[...]
High administration to provide free writing tutoring to the Santa Ana Winds community.

- **Program Outreach & Management:** Establishing goals and objectives, assessing [...]
  distribute resources. Publiciz[...]

You be the recruiter

Again, which one would you recommend to your boss?

Why?

What differed between the two?

You be the recruiter

Bullet points as "buckets"

Let's look again at this concept

EDUCATION
PhD in English, University of California, Irvine, expected June 2016
MA in English, University of California, Irvine, 2010
BA in Literature and Philosophy, *summa cum laude*, American University, 2008

DISSERTATION
Poetry is made of time, and times change. "Changing Times: Yeats, Eliot, Kipling,
Standards of Modernity" uncovers the understudied discourse surrounding systems
understood the fundamental unit of the poetic line as necessarily temporal. This "te
is intimately bound up with the long and varied process of national and global time
in the poetry of the late nineteenth- and early twentieth-century. Reading the inter
two time discourses using historical poetics methods reveals that T.S. Eliot's pros
with the movement of global capital and the global time project, W.B. Yeats's wi
of Greenwich Mean Time on Ireland in 1916, and Rudyard Kipling's with his aw
difference between the temporal rhythms of imperial Britain and colonial India.

PUBLICATIONS
"A Bloom without a Flower, or How to Read 'Lotus Eaters.'" *James Joyce Qua*
    (forthcoming)

PAPERS AND PRESENTATIONS
2014   "T.S. Eliot, the New Prosody, and the Time of Global Capital."
        Poetics|history|Theory@uci Seminar, Irvine, CA, 11 December.
2014   "Temporal Prosody in the Mean Time." The Modernist Studies
        Pittsburgh, PA, 7 November.
2014   "T.S. Eliot and the Time of Global Capital." American Compa
        Association Annual Meeting, New York University, NY, 21 N
2014   "Dunsink Time and Yeats's Prosody." Shifting Ground: South
        Studies Colloquium Spring Conference. University of Califor
        March.
2013   "T.S. Eliot, Temporal Metrics, and the Time Standard." Con
        Ancient and Modern Language Association, San Diego, CA.
2013   "T.S. Eliot's Reminiscent Bells: Temporal Metrics and the T
        Waste Land." Scholars Seminar. The T.S. Eliot Society Ann
        MO, 26 September.
2013   "T.S. Eliot's Other Clocks." Humanities Network Fellow P
        of California, Irvine, CA, 17 May.
2013   "Disciplinary Measures: Temporal Metrics and the Time S
        California Humanities Network Annual Meeting, Los Ang
2012   "Bergsonian Resonance in the Form of *The Waste Land*."
        "Generation M: Experiential/Experimental Time" Moder

CAREER TARGET: Program & Research Mana

Innovative administrator and researcher with seven years of teaching and humanities ana
and professional record includes two publication, seven awards, 20 presentations, and 15

Specialize in translating complex discourses and ideas for non-specialist audiences, blend
programmatic vision with careful attention to daily operational tasks. Experience managin
students. Partner well with 3-30 member teams. Excel at making the most of modest budg

Program Management		Pr
Budget Management	Public Outreach	A
Communication through Design	Policy Implementation	A
Department Systems	Curriculum Design	W
	Event Planning	

EDUCATION

University of California, Irvine
Ph.D., expected 2016
M.A., 2010

American University, B.A.
B.A., Literature & Philosophy—*summa*
Phi Beta Kappa, 2008

PROFESSIONAL & ACADEMIC EXPERIENCE

RESEARCH, TEACHING & HUMANITIES PROGRAMMING
Seven-years of academic experience including contract and volunteer roles. Gained expertis
teaching, and humanities programming, while working with students and researchers across
10-campus system. Engagements and positions include:

University of California Humanities Research Institute (statewide entity)

Graduate Student Researcher *(9/13-present):* Engaged as researcher and administr
California system. Reporting to UCHRI Director and UCHRI Assistant Director.

- Humanities Programming: Delivered programmatic leadership and support a
  humanities projects and twenty fields of study, including two 3-year, grant-f

  Part of 4-member team designing, launching, and managing two statewide gr
  workshops—each hosting 100 participants. Includes branding and web desig

- Publication Preparation: Managed production pipeline between MIT Universi
  authors for *Between Humanities and the Digital* (2015), edited by David Theo
  Patrik Svensson. Indexed *Are We All Post-Racial Yet?* (2015) and *Sites of Ra*
  Theo Goldberg. Activities included image rights management, copy-editing, a
  for publications.

- Research Administration: Managed community relationships and on-site activi
  acquisition and digitization, and guest speakers for 4 Residential Research Gr
  participants from UC's 10 campuses.

- Budget & Expense Management: Managed budgets using 2 university
  for 4 Residential R

You be the recruiter

What did you see?

What stood out?

You be the recruiter

What did you think about being given only 10 seconds to review each set?

Why does the one on the right *work* in this 10 second context, when the other does not?

THE
RÉSUMÉ
STUDIO
RÉSUMÉS RE-IMAGINED

Let's Shift Gears

- How did our "better" résumés get that way?

- They used the "buckets" concept

- What can **you do** to achieve the same?

Buckets

Why are they so important and useful?

1. Easy for the human eye

2. Easily customizable for Applicant Tracking Systems (ATS)

3. Helps you to organize and present a complex and potentially disjointed story on just 1-2 pages

Job Description Analysis

	Job Description Analysis	Have the experience?	Something I want / plan to do going forward?	Nonprofit Administrator	Executive Director	Community Advocate
1						
2				Organization Name	Organization Name	Organization Name
6	Program development	Yes	yes			X
7	Program management	Yes	yes	X		X
8	Community planning and partnerships	Yes	yes	X		X
9	Facilities management	Yes	yes	X		X
10	Operations	Yes	maybe	X		X
11	Community / constituent advocacy	Yes	yes	X	X	X
12	Communications	Yes	yes	X	X	X
13	Event Planning & Management	Yes	maybe	X	X	X
14						
15						

Category Findings:
Program Development & Management
Community Partnerships
Facilities & Operations
Advocacy & Communications
Event Development & Management

Downloadable tool through UCHRI

B	C	D
Function, skill, area of expertise, etc.	Have the experience?	Something I want / plan to do going forward?
Program oversight	no	yes
Arrange/organize seminars and events	yes	yes
Develop programs	no	yes
Monitor budgets	yes	yes
Teach admin courses		
perform outreach/program		
Write and edit proposals/gr		
teamwork		
public-facing/customer serv		
data analysis		
personnel software manag		
conduct research on the p		
curriculum building/manag		
identify new programs and		
budgetary oversite (3.5 mil		
implement policy		
team leading		
knowledge of collective b		

innovative administrator and researcher with seven years of teaching and humanities analysis experie... d professional record includes two publication, seven awards, 20 presentations, and 15 university-...

specialize in translating complex discourses and ideas for non-specialist audiences, blending advance... ogrammatic vision with careful attention to daily operational tasks. Experience managing classroom... dents. Partner well with 3-30 member teams. Excel at making the most of modest budgets ($500 t...

Program Management	Public Outreach	Program Dev
Budget Management	Policy Implementation	Academic Wr
Communication through Design	Curriculum Design	Academic Re
Department Systems	Event Planning	Website Crea

—summa cum laud...

"I did two things to figure out the buckets. One is painfully obvious in that I just looked at the duties and required skills sections of the job calls.

The other is a little less obvious in that I read the job ads in terms of my own strengths and thought about what kinds of skills I brought to the table that the jobs didn't explicitly ask for, but might implicitly be interested in."

...ed expertise in admin... ...hers across Universi...

...and administrator acr... Director.

...and support across th... ...year, grant-funded i...

...statewide graduate... workshops—each hosting 100 participants. Includes branding and web design / mai...

- Publication Preparation: Managed production pipeline between MIT University Pre... authors for *Between Humanities and the Digital* (2015), edited by David Theo Gold... Patrik Svensson. Indexed *Are We All Post-Racial Yet?* (2015) and *Sites of Race* (20... Theo Goldberg. Activities included image rights management, copy-editing, and aro... for publications.

- Research Administration: Managed community relationships and on-site activities, ... acquisition and digitization, and guest speakers for 4 Residential Research Groups, ... participants from UC's 10 campuses.

- Budget & Expense Management: Managed budgets using 2 university budget softw...

Anatomy of résumé #2

- One résumé we know about scored five interviews, and four job offers.

- The résumé owner even had a full-time offer based on the résumé alone. (Declined.)

- *And she didn't use buckets!*

- Welcome Dana Linda.

Anatomy of résumé #2

CAREER TARGET: SFBR Copy Editor

Media & Technology | Writing & Editing

Writer and editor with 10+ years of manuscript and copy consultation, proofreading, and publishing experience across university and non-profit settings. Committed to excellence in print and web at institutions with revenues ranging $4.3M to $40B per year.

Versed in academic, fiction, and pop culture communication outlets and methods. Specialize in women's and gender-related content covering North and Latin America. **Languages:** Spanish (fluent), Portuguese (reading proficient).

AP, MLA, Chicago Style Guidelines	Research & Fact-Checking	Blog & Social Media Content Curation
British & American English Standards	Press Releases & Newsletters	Wordpress, Keynote, Prezi & PPT
Track Changes in Word & Google Docs	Planning & Prioritization	Evernote, Scrivener & Trello
Copy, Line, & Developmental Editing	Accurate & Detail-Oriented	Basic HTML

WRITING & EDITORIAL SERVICES EXPERIENCE   2003 to present

Inquisitive and quick to get to the heart of a story, product, or service through fresh ideas and creative problem solving, conveying concepts in clear, organized, and engaging ways. Positions include:

UNIVERSITY of CALIFORNIA, Los Angeles and Santa Cruz, CA

Content Writer & Project Consultant, UC-Humanities Research Institute *(4/14–present)*

Part of 8-member steering committee and event planning team, partnering with UC-HRI and funded by MLA to generate content for webinars, social media, and blog postings.

Topics range from publicly-engaged practices connecting individuals, communities, and organizations to methods from literature, history, and cultural studies. Develop and publicize UC-wide website and digital resources for participants. Plan, promote, and launch bi-annual workshop series systemwide.

Instructor & Curriculum Consultant, UCLA *(9/10–present; ends 6/15)*

Lead teaching consultant in Comparative Literature Department, providing training and support to new instructors with emphasis on academic writing as process, research methods, and digital technology.

Designed, taught, and supported lower-division and upper-division seminars across Comparative Literature and Gender Studies Departments (2010-2015) for up to 400 students, with focus on popular, literary, and women's cultures in US, Latin America, and the Caribbean. Concurrently produced feature pieces for UCLA Center for the Study of Women's quarterly e-newsletter and published academic publications.

CAREER TARGET: UCLA VC FUND Marketing Associate

Media & Technology | Brand Writing & Editing

Writer and editor with 10+ years of consultation, proofreading, and publishing experience across univers...
profit settings. Committed to excellence in print and web at institutions with revenues ranging $4.3M to ...

Versed in academic, news, and pop culture communication outlets and methods. Specialize in global-fac...
and gender-related content. **Languages:** Spanish (fluent), German (proficient), Portuguese (proficient).

AP, MLA & Chicago Style Guidelines	Research & Fact-Checking	Blog & Social Media Co...
British & American English Standards	Press Releases & Newsletters	Wordpress, Keynote, Pre...
Track Changes in Word & Google Docs	Planning & Prioritization	Evernote, Scrivener & T...
Copy, Line & Developmental Editing	Accurate & Detail-Oriented	Basic HTML.

PROFESSIONAL CHRONOLOGY

Inquisitive and quick to get to the heart of a story, product, or service through fresh ideas and creative pr...
conveying concepts in clear, organized, and engaging ways. Positions include:

UNIVERSITY of CALIFORNIA, Los Angeles and Santa Cruz, CA

Content Writer & Advisory Committee, UC-Humanities Research Institute (4/14–present)

Part of 8-member steering committee and event planning team, partnering with UC-HRI and fur...
generate content for webinars, social media, and blog postings related to career planning and pr...

Topics range from publicly-engaged practices connecting individuals, communities, and organiz...
methods from literature, history, and cultural studies. Develop and publicize UC-wide website a...
resources for participants. Plan, promote, and launch bi-annual workshop series systemwide.

Instructor & Curriculum Consultant, UCLA (9/10–present; ends 6/15)

Lead teaching consultant in Comparative Literature Department, providing training and support...
instructors with emphasis on academic writing as process, research methods, and digital technol...
and manage content on departmental Facebook page.

Designed, taught, and supported lower-division and upper-division seminars across Comparativ...
and Gender Studies Departments (2010-2015) for up to 400 students, with focus world literature...
Americas and Africa. Concurrently produced feature pieces for UCLA Center for the Study of V...
quarterly e-newsletter and published academic scholarship.

Programs Coordinator & Writing Consultant, UC Santa Cruz (12/03–6/07)

Enhanced the College Eight mission to deepen students' understanding of environmental issues ...
political, scientific, and humanistic context through co-curricular programs for a diverse academ...
residential community.

Liaised with residential and academic advisors, and programming staff to engage undergraduate...
campus-wide resources, organizations, and services. Concurrently delivered individual and grou...
for up to 100 student clients through UCSC Writing Programs (2003-2007), focusing on clarity,...
style; structuring argumentation for diverse audiences; and grammar and syntax across academi...

NATIONAL COUNCIL on CRIME & DELINQUENCY, Oakland, CA

Editorial & Research Associate (9/07–9/09)

	B		
	Social Media Metrics/ROI	yes	yes
	Search Engine Optimization (SEO)	no	yes
	Data/Statistical Analysis	no	maybe
	Google Analytics	no	yes
	Visual Thinking	yes	yes
Media	Pattern Recognition	yes	yes
	Strategic planning	yes	yes
	Community Management/Engagement	yes	yes
	Content Curation	yes	yes
	Content Management Systems (CMS)	some	yes
	Photoshop and Adobe	some	not sure
	Public Relations/Strategic Communication	yes	yes
	Startups & Entrepreneurship	yes	yes
	Trend Spotting	yes	yes
	Blogging	yes	yes
	Tagging	yes	yes
	Audience Development	yes	yes
	Stylistic Editing	yes	yes
	Substantive or Structural Editing	yes	yes
	Fact Checking / Reference Checking	yes	yes
	Rewriting	yes	yes
	Proof Reading	yes	yes
	Ghost Writing	some	maybe
& Content	Extensible Markup Language (XML)	no	maybe
iting	Copyright Permissions	some	maybe
	Bilingual Proficiency	yes	yes
	Academic Editing	yes	yes
	Journalism (or nonfiction) Editing	yes	yes
	Fiction Editing	no	not sure
	Business/Commercial Editing	no	maybe
	Managing Multiple Tasks, Priorities & Deadlines	yes	yes
	Event Planning	yes	yes
	Civic Engagement/Service Learning	yes	yes
	Curriculum Design and Iniatives	yes	yes
	Diversity Training and Programming	yes	yes
	Crisis Prevention and Response	yes	yes
	Academic Advising	yes	yes
dent &	Financial and Budget Administration	some	hope to
mic Affairs	Alumni Services	yes	yes
	Student Activities	yes	yes
	Career Development	yes	yes
	Student Counseling	some	maybe
	Disability Support Services	yes	yes
	Volunteer Screening, Training & Management	yes	yes

CAREER TARGET: UCLA VC FUND Marketing Associate

Media & Technology | Brand Writing & Editing

er and editor with 10+ years of consultation, proofreading, and publishing experience across univers
settings. Committed to excellence in print and web at institutions with revenues ranging $4.3M to

ed in academic, news, and pop culture communication outlets and methods. Specialize in global-fac
gender-related content. **Languages:** Spanish (fluent), German (proficient), Portuguese (proficient).

LA & Chicago Style Guidelines	Research & Fact-Checking	Blog & Social Media Co
& American English Standards	Press Releases & Newsletters	Wordpress, Keynote, Pre
Changes in Word & Google Docs	Planning & Prioritization	Evernote, Scrivener & T
Line & Developmental Editing	Accurate & Detail-Oriented	Basic HTML

FESSIONAL CHRONOLOGY

ative and quick to get to the heart of a story, product, or service through fresh ideas and creative pr
ying concepts in clear, organized, and engaging ways. Positions include:

NIVERSITY of CALIFORNIA, Los Angeles and Santa Cruz, CA

Content Writer & **Advisory Committee,** UC-Humanities Research Institute *(4/14–present)*

Part of 8-member steering committee and event planning team, partnering with UC-HRI and fur
generate content for webinars, social media, and blog postings related to career planning and pr

Topics range from publicly-engaged practices connecting individuals, communities, and organiza
methods from literature, history, and cultural studies. Develop and publicize UC-wide website a
resources for participants. Plan, promote, and launch bi-annual workshop series systemwide.

Instructor & **Curriculum Consultant,** UCLA *(9/10–present; ends 6/15)*

Lead teaching consultant in Comparative Literature Department, providing training and support
instructors with emphasis on academic writing as process, research methods, and digital technol
and manage content on departmental Facebook page.

Designed, taught, and supported lower-division and upper-division seminars across Comparativ
and Gender Studies Departments (2010-2015) for up to 400 students, with focus world literature
Americas and Africa. Concurrently produced feature pieces for UCLA Center for the Study of W
quarterly e-newsletter and published academic scholarship.

Programs Coordinator & Writing Consultant, UC Santa Cruz *(12/03–6/07)*

Enhanced the College Eight mission to deepen students' understanding of environmental issues
political, scientific, and humanistic context through co-curricular programs for a diverse academ
residential community.

Liaised with residential and academic advisors, and programming staff to engage undergraduate
campus-wide resources, organizations, and services. Concurrently delivered individual and grou
for up to 100 student clients through UCSC Writing Programs (2003-2007), focusing on clarity,
yle; structuring argumentation for diverse audiences; and grammar and syntax across academ

IONAL COUNCIL on CRIME & DELINQUENCY, Oakland, CA

Editorial & Research Associate *(9/07–9/09)*

Here's Where it Gets Fun
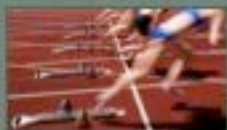
Buckets are a beautiful thing

- Ready to build your own buckets?

- How to quantify?

- Why quantify?

- Let's get some ideas flowing with actual examples

On another note, I wanted to mention that one of the most difficult aspects of creating this document (aside from establishing a chronology) was figuring out how to quantify entries. I understand why this is so important, but most of the work that a humanities graduate student performs isn't easily quantifiable (or more correctly, isn't thought of as such). That being said, your example resume on the Humanists@Work website helped me think about how I might find more "humanistic" ways of quantifying, such as listing the different groups, departments, and publics that I work with. I don't know if other graduate students you have worked with have mentioned this, but one of the biggest take-aways from working with you was finding a humanistic way of quantifying my work.

Budgets & Expense Management

- **Budget & Expense Management:** Managed budgets using 2 university budget software systems for 4 Residential Research Groups and all ongoing humanities programs including managing travel expenses and reimbursements for 80 workshop attendees.

- **Program Development:** Oversaw teams of up to 20 people (e.g., working groups, service groups) across 3 North and Latin American projects. Included arranging international travel for participants and managing $10K budget.

- **Budget Management:** Managed $12K budget as secretary on 10-member Leadership Advisory Council serving 20 UCLA academic departments.

Program Development, Management, Administration

- **Humanities Programming:** Delivered programmatic leadership and support across three, state-wide humanities projects and 20 fields of study, including two 3-year, grant-funded initiatives.

  Part of 4-member team designing, launching, and managing two statewide graduate career workshops—each hosting 100 participants. Includes branding and web design / maintenance.

- **Humanists@Work Program Development:** Grew program by generating revised long-term goals, objectives, and best practices; formulated a 3-year alumni tracking project, and planned a yearly conference of 50-60 graduate students.

- **Program Development & Management:** Helped grow summer program with 12 original students into a $400K, 8-discipline organization with 11 staff and twenty interns serving 100-150 public school students per year.

Teaching

- **Classroom Instruction & Management:** Taught 280+ college level students; helped 95% fulfill lower division writing requirement.

- **Instructor Training:** Taught 50 new instructors across 4 academic cycles, with topics including curriculum scheduling, design, and techniques.

- **Presenting:** Taught 5 courses and 200+ undergraduates across 2 departments over 3 years, including Colonial & Modern Latin American History and Introduction to Gender Studies.

- **Instructional Design & Training:** Designed 3 co-curricular programs annually for audiences of 9-72 individually and in teams of 3-6 over four years. Led creation and maintenance of online content and calendaring for 10+ websites.
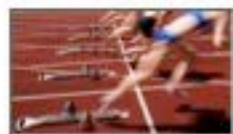
Research Administration

- **Research Administration:** Managed community relationships and on-site activities, research acquisition and digitization, and guest speakers for 4 Residential Research Groups. Included 40 participants from UC's 10 campuses.

- **Archiving & Releases:** Oversaw 3-member team recording, digitizing, and storing up to 5 terabytes of musical / digital content per week. Included library management and borrowing permissions in collaboration with 18 partners (e.g., vendors, peer departments, et al).

- **Research:** Conducted 80+ hours or research monthly, and oversaw the projects for 12 graduate students—with focus spanning early to modern composers, instruments, and orchestration methods.

Grant Writing

- **Grant Writing & Development:** Won $350K in team and individual national, international, and institutional grants across humanities and social sciences (see addendum).

- **Funding Management:** Revised 15 existing calls for funding and wrote new graduate student support grant for 11 UC campuses totaling $30K.

Publications & Editorial

- **Communication Design:** Coordinated publishing duties and scheduling for a 5-10 member journal staff and shepherded creation of a web presence. Oversaw digitization of 4 print volumes and online publicity.

- **Publication Preparation:** Managed production pipeline between MIT University Press and 38 authors for Between Humanities and the Digital (2015), edited by Name and Name.

  Indexed Are We All Post-Racial Yet? (2015) and Sites of Race (2014) by Name. Activities included image rights management, copy-editing, and archival research for publications.

- **Research & Publishing:** Produced 250-page manuscript on Victorian and modernist poetry, as well as two academic articles. Included week-long research at Dublin, Ireland National Library, using archival sources related to Irish prosody and the 1916 Easter Rising.

Community / Volunteering

- **Community Outreach & Partnerships:** Key contributor to expanding in-jail writing workshops from 2 to 7 Santa Cruz county facilities.

  Raised public recognition, planned 5 co-curricular and community-based outreach events across UCSC's 10 residential colleges, and conducted 80 writing workshops for up to 800 participants.

- **Partnership Management / Constituent Relations:** Liaised with 50+ residential advisors, education coordinators, and programming staff to develop undergraduate resources, organizations, and services campus-wide. Delivered 20+ trainings in policy education, crisis response, and public outreach to ~1,200 undergraduate students.

- **Community Partnerships:** Instituted mission-centered, mutually beneficial relationships with 23 community collaborators including city agencies, colleges, arts institutions, community-based nonprofits, and arts and non-arts organizations.

- **Classroom Instruction & Administration:** Taught 140+ students (ages 13-17) across 14 subjects ranging from calculus, elementary statistics, and computer applications to music, marketing, literature, and philosophy. Helped 90% of students earn GPA equivalents of 3.5 and above.

Event / Service Bucket

- **Event Programming:** Managed all aspects of venues and catering, including setting up all presentation technology and lecture recording.

- **Event Development & Logistics:** Helped execute workshops and conference programming with audiences of 5 to 1,000. Coordinated pre- and post-event support.

- **Event Programming:** Managed all aspects of venues and catering, including setting up all presentation technology and lecture recording.

- **Event Development & Management:** Produced 7-12 events annually (performances / exhibitions) for audiences of 100-3,000. Represented Organization Name at community- and community-wide collaboratives including Institution Name, Institution Name, and Institution Name.

Checklist: what to consider including and/ or quantifying

Things you did before UC:

- Community involvment
- Nonprofit / NGO work
- Volunteering
- Education abroad
- Peace Corp
- Others?

Quantify your work:

- **What you did** (should align with JDA)
- **Annual budget of the NPO/NGO**
- **Team sizes you've served on** (especially in a leadersihp capacity)
- **Team sizes you led** (including peers, subordinates, volunteers)
- **Number of courses you taught** (with a few example subjects)
- **Size of classes you taught**
- **Partnerships and collaborations** (types, how many, where they were geographically, whether by continent or country or state)
- **Types and number of contracts managed** (negotiated? co-negotiated? managed?)

Q&A

Jared Redick
Executive Résumé Writer
TheResumeStudio.com
jredick@theresumestudio.com
linkedIn.com/in/jaredredick

As seen in...

THE
RÉSUMÉ
STUDIO
RÉSUMÉS RE-IMAGINED