NC STATE Poole College of Management

MBA Careers

Resume Samples, Action Verb List,
and Resume Bullet Structure and Examples

ANDREW "ANDY" WOLFPACK

awolfpac@ncsu.edu • (919) 555-1234 • linkedin.com/in/andywolfpack

First Year Technology Entrepreneurship and Commercialization STEM MBA with operations and finance experience; proven ability to manage processes and deliver innovative results through effective goal-setting

---

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC   May 20XX
Master of Business Administration (MBA), STEM MBA, Technology Entrepreneurship and Commercialization
Entrepreneurship (HiTEC) Scholar: Merit-based award of full tuition and stipend
Member, Jenkins Women's Club

COLGATE UNIVERSITY, Colgate, NY   May 2016
Bachelor of Arts, Economics   GPA: 3.9
Phi Beta Kappa; Captain of Women's Swim Team

EXPERIENCE

RELATED COMPANIES, New York, NY   June 2018 – June 2021
Associate, Development and Operations
- Developed standards and metrics for financial models and maintained portfolio master asset management plan on 25 real estate investments across the MidAtlantic region, allowing for timely investment and disposition decisions
- Analyzed and monitored asset performance from acquisition to disposition; highlighted underperforming assets in weekly meetings with senior officers, resulting in 15% increased returns YoY
- Streamlined reporting to executive team by redesigning standard monthly, quarterly and annual project report templates, reducing meeting length by 50% and enabling better investment decisions

BANK OF AMERICA MERRILL LYNCH, New York, NY   August 2016 – June 2018
Financial Analyst
- Created financial models to examine strategic alternatives for 200+ companies in the real estate and building products space; presented recommendations to senior management and finance department personnel
- Led due diligence inquiries, developed market and industry analyses, wrote marketing materials and coordinated worldwide institutional marketing efforts in conjunction with the offering of $15M in equity and debt capital raising
- Received offer of promotion to Associate (declined for different opportunity)

LEADERSHIP AND MBA PROJECT EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY – *Entrepreneurship (HiTEC) Scholar*   November 2021 – Present
- Lead due diligence team of four; prepared and analyzed financial reports for 150+ angel investors in the Wolfpack Investor Network (WIN) on behalf of technology innovation start-ups seeking funding of $1M+
- Created and presented financial projections, competitive landscape analysis, valuation and exit potential

COLGATE UNIVERSITY – *Resident Advisor, Smith Hall*   August 2014 – May 2016
- Supervised nearly 300 first year students while serving as first responder to crisis situations and resident concerns
- Mediated interpersonal conflicts among residents and ensured safe, inclusive living environment for all

---

ADDITIONAL INFORMATION

Computer Skills: Python, SPSS, Tableau, Excel (pivot tables, vlookup, if statements), Word, PowerPoint, Bloomberg
Certifications: Series 7, Six Sigma Green Belt Certified (SSGBC), Microsoft Office Specialist Certification (2017)
Languages: Spanish (Native), Proficient Italian, Conversational French
Interests: Spanish Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine
Work Eligibility: U.S. Citizen

AMIBEL "AMY" WOLFPACK

awolfpac@ncsu.edu • (919) 555-1234 • linkedin.com/in/amywolfpack

---

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC   May 20XX
Master of Business Administration (MBA), STEM MBA, Supply Chain Management and Financial Management
McLauchlan Leadership Fellow: Selective, immersive leadership development program focused on experiential learning
Jenkins Graduate Assistantship: Merit-based award of full tuition and stipend
Vice President, Supply Chain Club; Peer Coach (providing job search guidance to first year MBA students)

COLGATE UNIVERSITY, Colgate, NY   May 2017
Bachelor of Arts, Economics   GPA: 3.9
Phi Beta Kappa; Captain of Women's Swim Team

EXPERIENCE

BIOGEN, Morrisville, NC   August 2021 – Present
MBA Consultant, Supply Chain Practicum
- Analyzed and built a Total Cost to Serve (TCS) model for single modality (protein biologics) of Supply Chain system from end-to-end, informing make vs. buy decisions; reduced costs by 20%

CATERPILLAR, INC., Sanford, NC   Summer 2021
Supply Chain Intern
- Analyzed 50K lines of data to identify misrouted items; increased operating efficiency by 10% by correcting flow paths to reduce travel times by 12K minutes annually
- Led audit of 10K+ storage facilities and increased warehouse capacity by 15% by correcting discrepancies
- Presented recommendations to senior leadership team, leading to adoption of two new vendor relationships

BAYER USA, Raleigh, NC   January 2021 – May 2021
MBA Consultant, Supply Chain Practicum
- Managed four-member team through procurement project evaluating energy usage at Bayer plants; created models to assess plant efficiency and interviewed 30+ staff on daily functions to understand usage practices
- Presented recommendations for improving efficiency and generating $3M in cost savings to senior management

BANK OF AMERICA MERRILL LYNCH, New York, NY   August 2017 – June 2020
Financial Analyst
- Created financial models to examine strategic alternatives for 200+ companies in the real estate and building products space and presented recommendations to senior management and finance department personnel
- Led due diligence inquiries, developed market and industry analyses, wrote marketing materials and coordinated worldwide institutional marketing efforts in conjunction with offering of $15M in equity and debt capital raising
- Received offer of promotion to Associate (declined to attend business school)

Finance Intern   May 2016 – August 2016
- Identified growth opportunities across Retail sector and conducted market analysis to recommend 20+ new potential partnership opportunities for financing projects; projected to generate $200M+ in revenue over first 18 months

---

ADDITIONAL INFORMATION

Computer Skills: Python, JMP, SPSS, Tableau, MS Excel, Word, PowerPoint
Certifications: Series 7, Six Sigma Green Belt Certified (SSGBC), Microsoft Office Specialist Certification (2019)
Languages: Fluent Spanish, Proficient Italian, Conversational French
Interests: Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine
Work Eligibility: F-1 Visa with 3 years renewable STEM OPT

Action Verbs by Skill Set

Administrative
administered
coordinated
designed
established
evaluated
interviewed
managed
organized
oversaw
planned

Clerical
arranged
collected
compiled
dispatched
monitored
operated
prepared
processed
recorded
screened

Communication
Addressed
authored
corresponded
directed
drafted
edited
influenced
interpreted
lectured
motivated

Counseling
assessed
assisted
clarified
coached
educated
facilitated
familiarized
guided
mentored
referred

Creative
acted
conceptualized
created
designed
developed
established
fashioned
illustrated
invented
performed
produced
shaped
revitalized

Development
analyzed
applied
consolidated
designed
developed
established
formulated
instituted
marketed
strengthened
supported
surveyed

Financial
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
projected
researched

Management
assigned
attained
chaired
consolidated
coordinated
delegated
directed
executed
improved
increased
recommended
reviewed
supervised

Organizational
applied
arranged
consolidated
coordinated
facilitated
handled
implemented
organized
planned
systematized

Marketing
distributed
generated
implemented
increased
initiated
participated
persuaded
promoted
publicized
recruited

Problem Solving
clarified
decided
evaluated
integrated
investigated
recommended
resolved
solved
surveyed

Research
critiqued
examined
identified
inspected
interpreted
researched
summarized
surveyed

Technical
assembled
built
devised
developed
engineered
operated
programmed
reconciled
translated

Time Management
administered
developed
directed
generated
improved
initiated
increased
maintained
reduced

Training
adapted
advised
assisted
communicated
explained
facilitated
informed
instructed

Resume Bullet Structure and Examples

Your resume bullets should be action oriented and designed to show **impact** and **scope**. When evaluating what types of experience to include and how to word those experiences, ask yourself these <u>Three Key Questions</u>:

1. Is it relevant to my target audience?
2. Is it detailed enough to differentiate me from others?
3. Is it results-oriented? Who benefitted? How? By how much?

Your resume should be more than a list of jobs and responsibilities. The goal isn't to get an employer to understand what you **did** – but to understand what you **achieved** and what skills you used to reach that goal. This helps the employer understand the types of projects you would be able to successfully execute in the future.

ACR (Action + Context + Result)
Use the following format to write your bullets. Quantify results whenever possible.

Action: action verb describing your approach
Context: details of what you did highlighting processes, people, and/or software/tools
Result: what the outcome was, the projected outcome, or reason this provided value as part of a larger process

Bullet Examples

Here are a few examples of bullets. There are two versions of each. The first version shows a "basic" bullet without much detail or value add. The second, shows how the same skill/experience looks different and more impactful when specifics are added. In addition to tasks or projects, you can use this bullet structure to highlight transferable skills or mention awards and accolades in context.

Ineffective: Conducted several audits for many departments, reducing problems
Effective: Conducted over 30 department audits, increasing compliance rate by over 25% during a one-year period
Effective: Increased compliance rate by over 25% during a one-year period by conducting over 30 department audits (Result was listed first)

Ineffective: Reviewed dealer financial statements in order to assess credit-worthiness
Effective: Analyzed dealer financial statements, assessed prospect credit-worthiness, monitored payment practices and provided dispute resolution for $100 million credit territory; exceeded departmental receivables shortage goal by 25%

Ineffective: Kept customers informed from time-to-time on order progress
Effective: Created and followed self-developed customer contact strategy in order to maintain promised order delivery dates above 96%

Ineffective: Wrote laboratory safety training manual
Effective: Implemented laboratory safety training and provided all direct personnel support for 12 full-time and 5 part-time employees (Scope was quantified)

Ineffective: Received Spotlight Award
Effective: Recipient of selective, peer nominated award granted for exceptional teamwork, 3 years in a row