



NC STATE

Poole College of Management

MBA Careers

Resume Samples, Actions Verbs
and PAR Statement Examples

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 2023
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 & 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 and highlighted underperforming assets in weekly meetings with senior officers, resulting in 15% better performance returns than in prior years
- Streamlined reporting to executive team by redesigning standard monthly, quarterly and annual project report template, 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 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 the offering of \$15M in equity and debt capital raising
- Received offer of promotion to Associate (declined for different opportunity)

LEADERSHIP EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY – Entrepreneurship (HiTEC) Scholar November 2021 – Present

- Leading due diligence team of four preparing and analyzing financial reports to over 150 angel investors in the Wolfpac Investor Network (WIN) on behalf of technology innovation start-ups seeking funding of \$1M+
- Create and present 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, MS Excel, Word, PowerPoint, Bloomberg

Certifications: Series 7, Six Sigma Green Belt Certified (SSGBC), Microsoft Office Specialist Certification (2017)

Languages: Fluent Spanish, Proficient Italian, Conversational French

Interests: Spanish Architecture, Ultimate Frisbee, ACC Basketball, Northern Italian Cuisine

Work Eligibility: U.S. Citizen

Second Year Supply Chain and Financial Management STEM MBA with operations experience; adept at managing processes and delivering exceptional results; known for high-quality analytics that lead to positive business outcomes

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC May 2022

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; CMC 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

- Analyzing and building a Total Cost to Serve (TCS) model for a single modality (protein biologics) of the Supply Chain system from end-to-end, providing input into make vs. buy decisions to reduce 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 more than 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 4-member student team through procurement project evaluating energy usage at Bayer plants; created models to assess plant efficiency and interviewed over 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 the offering of \$15M in equity and debt capital raising
- Received offer of promotion to Associate (declined to attend business school)

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

NC STATE

Poole College of
Management

Career Center

Resume Bullets: PAR Statements 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 Three Key Questions:

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?

In crafting your bullets, use the PAR formula. PAR stands for:

- **Problem** - The circumstances/type of project or challenge you were facing.
- **Action** – The steps you took to solve the problem (running analysis, evaluating xyz...)
- **Result** - What the business impact of your actions were: deliverables, metrics, standards, contributions, benefits, advantages that resulted.

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.

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: Conducted financial analyses

Effective: Conducted and presented key financial analyses to CEO and senior management to determine strategic options and growth plans for \$7MM business unit. (Scope was quantified)

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)