SPECIAL CONSIDERATIONS FOR DATA ANALYTICS RESUMES

Length:

- Data Analytics resumes are 1-2 pages, depending on experience
- References may be listed on a 2nd/3rd page with your full contact info on the top
- Consider creating a concise 1-page Career Fair/conference/networking resume

Style:

- Always consider your audience when determining the best style for your resume
- Aim to stand out for your content, not necessarily your resume format

Unique Sections:

- Be sure to include a 'Skills' section that highlights your technical knowledge within the field

RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

FONTS & STYLE

- Use a font that is clear and easy to read at-a-glance
- Adjust the size (10-12 pts, typically) based on the font
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

SECTIONS & CONTENT

- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant "filler" words

NAME

Phone • Email • City, State • LinkedIn URL

EDUCATION

University of Wisconsin-Stevens Point — Stevens Point, WI

Bachelor of Science in Data Analytics — Dec 2022

Minors in Business Administration and Economics

RELEVANT COURSEWORK

- Introductory Econometrics
- Data Visualization
- Object-Oriented Programming
- Database Design and Implementation
- Data Mining
- Principles of Data and Modeling

INTERNSHIP EXPERIENCE

Marshfield Clinic — Marshfield, WI

Data Analytics Intern — Jun 2021-Current

- Utilize data mining techniques to collect, process, and analyze large datasets to support business decision-making
- Develop and implement data visualizations and dashboards using Tableau
- Collaborate with cross-departmental teams to identify opportunities for data-driven insights and recommendations for improvement

CUSTOMER SERVICE EXPERIENCE

Sentry — Stevens Point, WI

Customer Service Representative — Oct 2020-Current

- Deliver friendly, upbeat service and maintain call center standards while receiving 70+ calls daily
- Provide accurate product information to prospective and existing customers to meet their insurance needs
- Utilize empathy and problem-solving skills to handle dissatisfied customers; follow proper procedures to de-escalate calls when necessary

Target — Eau Claire, WI & Stevens Point, WI

Guest Services Member — Apr 2017-Aug 2020

- Created a welcoming environment by greeting each guest in assigned department
- Answered product questions and provided recommendations on houseware items
- Promoted Target Red Card to qualified guests to meet and exceed store credit goals
- Transferred to Stevens Point store in Sept 2018

SKILLS

Programming Languages: R, Python, Java, SQL

Database Management Systems: Microsoft SQL Server, MySQL

IDEs, Tools, Software: Microsoft Office (Word, Excel), RStudio, Tableau, Eclipse, KNIME