A person's hands are shown typing on a silver laptop. The laptop screen displays a blurred image of a green field. The background is a bright, out-of-focus window showing green foliage. A dark, patterned mug is visible behind the laptop. The overall scene is brightly lit with natural light.

Writing a Resume for BioScience

Kristen Seda, MS

SCSU BioPath



In This Presentation

Why a Resume?

What to Include

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Why a Resume?

- Quickly share your experience and skills to get the interview
- May also show:
 - your ability to create a document
 - your attention to detail
 - your ability to follow instructions/guidance (if provided)



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WHAT TO INCLUDE



STOP!

Read the Job
Description!





Look at the Job Description with a Careful Eye

- *Highlight the key skills or qualifications that they mention*
 - *Stoplight Method*
- *Jot down notes for these items about how YOU meet those needs for the company.*

WHAT TO INCLUDE



AND NOW
BACK TO OUR
REGULARLY
SCHEDULED
PROGRAM
ALREADY IN
PROGRESS

Key Parts of a Resume

- Name & Contact Info
- Education
- Skills
- Experience
- Activities

FIRST NAME LAST NAME

Phone - Email
LinkedIn Profile - Twitter/Blog/Portfolio

EDUCATION

MONTH YEAR
DEGREE TITLE, SCHOOL
GPA:
Awards/Honors:

MONTH YEAR
DEGREE TITLE, SCHOOL
GPA:
Awards/Honors:

SKILLS

- List one of your strengths
- List one of your strengths

- List one of your strengths
- List one of your strengths

EXPERIENCE

DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

Note: This template can be found on the BioPath website.

<https://biopath.southernct.edu/internships/>

KEEP IT BRIEF...

Experience

- Use limited details to describe what you did in a job/internship, but try to make it connect to your prospective position
- Don't worry if you can't say it all – the resume is to spark interest and your cover letter may give some more details.

Skills/Activities

- Skills
 - Look at the job description and see what skills they are looking for.
 - Use the same terms for skills and add other related skills
- Activities
 - Showcase your soft skills here – networking, teamwork and leadership

FORMATTING



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1. Professional experience

Responsible for sales and marketing

View on LinkedIn: [View on LinkedIn](#)

Product Architect of Nova Systems. Founded by North Bridge and Charles River Venture Partners (CVC) and MAP were initial investors too). Nova Systems builds RISC and RTL products and solutions that are currently deployed at over 400 sites around the world in over 50 countries.

Professional Experience and Management

- 1. Part of the core team that re-organized and re-focused the company - market strategy, go-to-market, core product analysis, product positioning and execution, business plan.
- 2. Led the product engineering, marketing and validation effort - including technical review, cross-functional group reviews and presentations.
- 3. Led the product validation, product and requirement validation effort to support the product launch, resulting in the first version of the software applications.
- 4. Led the product engineering team addressing the needs of the market.
- 5. Led the product engineering team in support of the new strategic effort.

Solutions and Services

- 1. Drove new customer sales (via channels) in Europe and Middle East which were critical to sustaining the company in 2009/2010.
- 2. Instrumental in acquiring and managing channel partners worldwide - resulting in "printing the money".
- 3. Instrumental in up selling, re-organizing and most importantly closing projects - resulting in growth of services revenue.
- 4. Managed the solution development team - team was distributed between US and China.
- 5. Drove engineering product requirements based on customer and partner engagements.

Technical

- 1. Co-developed the algorithms in the Nova product. 3 issued patents.
- 2. Instrumental in the RF control and management algorithms in the Nova product.
- 3. Led the standardization of Low-level Reader Protocol (LLRP) - a work item standard for reader interface protocol. This standard involved coordinating and collaborating with and driving members from 90+ companies worldwide. Our effort was completed within a year which was a record time in this perspective. Received the CSI Person of the Year award in recognition for that effort.
- 4. Co-lead of the Reader Protocol group in CSI/IPC Global.
- 5. Co-lead the massive technology demonstration of a new European ETSI Standard that led to the explosive growth of RFID in Europe. This also paved the way to acquiring Metro - one of Nova's largest customers.
- 6. Instrumental in securing partnerships with the key technology vendors.

Company History: Jan 2008 - Jan 2008

Company History: Jan 2008 - Jan 2008

AT&T Technical Support

- 1. Led the technical coordination effort with AT&T. Provided architectural direction and input to the customer architecture and strategy. Coordinated the technical aspects of the sales effort. Defined and managed the lab testing of the product. Worked with the CEO and VP Sales in defining successful sales strategy, culminating in selection by AT&T for next generation packet core network.
- 2. FPGA team lead
 - 1. Led the team of 8 engineers (4 designers + 2 verifiers) on critical FPGA design (leading edge crossconnect architecture for the VCAT platform) successfully brought them to completion.
- 3. Worked with the CEO & CTO in working out the technical and sales strategy for partnerships and customer sales. Played a lead technical role in select major account activities including AT&T Bell Canada/SPC.
- 4. As the lead architect - undertook number of hardware, software and system architecture projects across 3 platforms (Cisco, Nokia and Texas).
 - 1. Architectural modules that plug into AT&T internet router chassis. The modules are (i) packet aggregation module and (ii) deep channelized OC-N module. Both these modules were key to the AT&T NSA network architecture.
 - 2. Architected and implemented the medium access protocol for packet transport on the ring. This architecture included a novel QOS and SLA aware distributed ring-wide bandwidth management algorithm queuing and buffering sub-system at the ring ingress node and packet assembly at the ring egress node. The architecture included off-chip network processors and TPGs (Ring MAC sub-system).
 - 3. Architected and implemented a Time-Space-Time architecture for the TSM portion of the network element. This architecture involved multiple chips (mix of off-the-shelf chips and FPGAs). The FPGAs included (a) control/signaling (b) time-switch and framing and (c) control switch. The control-switch FPGA is a novel high-density switch fabric (12.5Gbit/s for the small/med-size platforms and 32.5Gbit/s for the high-end platform). The TSM switching architecture was implemented using Smart FPGAs (CS-30 for 12.5Gbit/s and 45-48 for 32.5Gbit/s). This architecture is a unique switch capable of controlling

TECHNOLOGY INNOVATION EXECUTIVE PRODUCT MANAGEMENT & STRATEGY IN R&D

Strategic and forward thinking Product Management and Software/Systems Development Executive with more than twenty years of extensive business innovation product management in networking, IT, consumer and software segments. Not only strategic needs but also tactical product development and scientific goals and strategies. Drive the entire development lifecycle, and target market, and the business model and expand into new markets. Business success complemented by exceptional academic background including students in Computer Science.

Research & Development, Global Market Strategy, Product Lifecycle Management, Standards Development, IT Strategy, IT Infrastructure Design, Software Development, Project Management

PROFESSIONAL EXPERIENCE

Novus Systems - Bedford, MA

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

2008 - Present

VIC PRESIDENT

One of the founding team members, acted as chief architect, subject matter expert, and made key contributions to Nova's product development. Authored several patents and represented Nova in standards groups. As the head of software and technology group, shaped Nova's technology and product strategy with the needs and requirements of global customers planning to deploy RFID in their applications. Led solution engineering team and managed solution development teams in China and US.

- 1. Re-organized and re-focused the company to Operational Product Lifecycle in healthcare - market entry, go-to-market, competitive analysis, product positioning and validation, and execution plans.
- 2. Established channel partnerships with Europe and Middle East to build recurring revenue. Negotiated and closed a diverse set of deals to sustain growth.
- 3. Awarded patents for invention of algorithms that contributed to an award-winning Nova product. Authored 2 patent disclosures in support of the new strategic Healthcare effort.
- 4. Created worldwide standard for reader interface protocol - Low-level Reader Protocol (LLRP). Coordinated resources from 50+ companies worldwide in record time which was recognized with CSI Person of the Year award in 2007. Served as co-chair of Reader Protocol group in CSI/IPC Global.
- 5. Led a successful large scale demonstration of new European ETSI Standard that created explosive growth in Europe market and established foundation to capture key account - Metro.

Novus Systems - Bedford, MA

2000 - 2004

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

DIRECTOR - NETWORK ARCHITECTURE

Lead team of 8 engineers in design and implementation of the new algorithms in POPA. Drove innovation with next generation architecture design. Performed competitive analysis and managed customer and vendor relations.

- 1. Architected several critical components including:
 - 1. Packet scheduler and deep channelized OC-N module that worked with Motorola's GAT chips.
 - 2. High-density protocol for time-space-time build with novel QOS and SLA aware distributed ring-wide bandwidth management algorithm that included off-chip network processors and TPGs.
 - 3. Time-Space-Time architecture for TSM portion of network element. Included sub-system switch node, high-density switch fabric (12.5Gbit/s for small/med-size platform, 32.5Gbit/s for high-end platform).
 - 4. Time-space-time architecture that supported a diverse set of services across the network.
- 2. Acted as liaison with AT&T and partnered directly with CEO and VP of Sales to support technical aspects of AT&T's selection solution for their next generation packet core NSA network.
- 3. Received 3 patents for CAM technology.

Novus Systems - Bedford, MA

2000

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

PERFORMANCE ANALYSIS CONSULTANT

Worked with the VP of Engineering and the CTO on performance, scheduling and QOS issues, and switch technology.

Novus Systems - Bedford, MA

1998 - 2000

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

PRINCIPAL ENGINEER

- 1. Collaborated with AT&T on the design of a next generation enterprise switch, including system architecture.
- 2. Led engineering of ATM switches for the SmartSwitch Router, including system architecture, software and hardware development, verification, and debugging.

Novus Systems - Bedford, MA

1998 - 1998

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

PRINCIPAL ENGINEER

- 1. Based on previous experience in networking group and as part of next generation switch project (SmartSwitch Router). Collaborated to design innovative methods to implement QOS services in high capacity switch fabric. Invented a QOS switching algorithm that was one of the first to provide delay guarantees in a router switch fabric.

- 2. Evaluated performance and recommended several improvements to ensure optimized buffer requirements. Performed analysis of SmartSwitch Router bus, multilink performance, and sizing of Head of Line blocking buffers.

Novus Systems - Bedford, MA

1998 - 1998

Product Architect and R&D Lead for solutions in support of 80+ sites worldwide

EDUCATION

Computer Science - Texas A&M University - College Station, Texas

Electrical Engineering - Texas A&M University - College Station, Texas

Electrical Engineering - Texas A&M University - College Station, Texas

Why Formatting Matters

Employers usually only glance at each resume for 5-10 seconds before they decide if it should be reviewed more.

Headings (and shading in this example) can help guide employers to look at the ENTIRE resume rather than just the first few lines.

This heat map shows black and red where the recruiter spent the most time. Look how far the recruiter on the right made it though the resume.

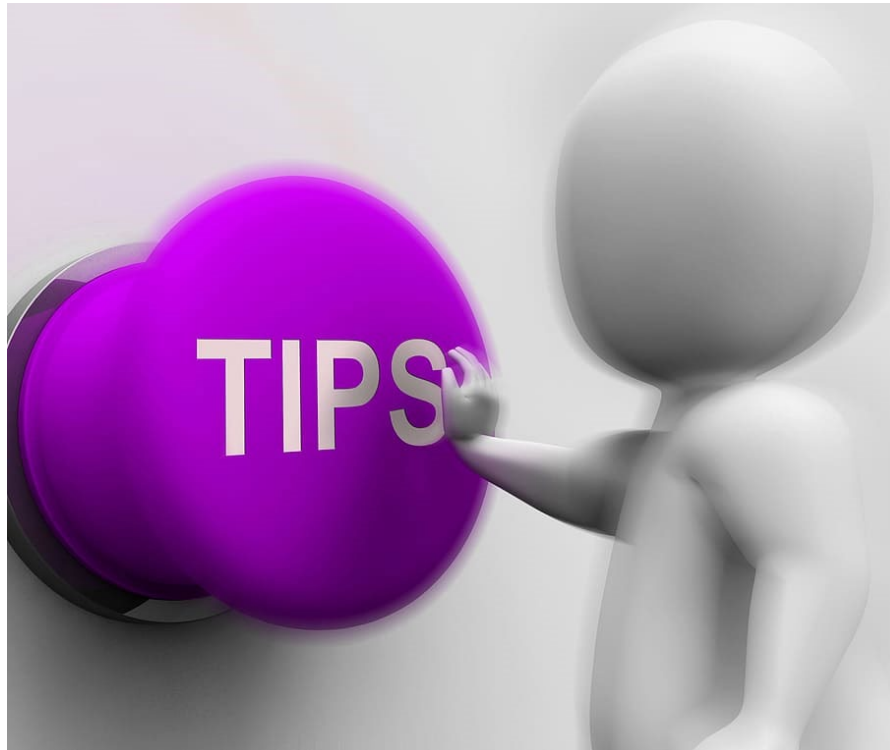
FORMATTING YOUR RESUME

General

- Single Page
- Choose 3 sizes:
 - Name (~24 pt)
 - Headings (Bold, 14 pt)
 - Text (11 pt)
- Use easy to read, professional fonts
- Use clear headings (if you choose not to use the ones we recommend)
- Use Bold font sparingly – just to attract attention



OTHER HINTS AND TIPS



Fancy ≠ Better

- Color is fun... unless they print your resume
- Pictures/addresses can be used to screen applicants inappropriately
- Don't distract the eye to your fancy design – keep it on YOU!

Note: if you want something more creative, feel free to create a personal website to showcase more. You can include that website link on your resume.



Reviews Resume Before Interview...

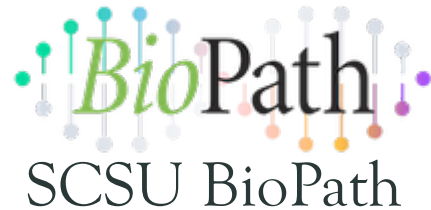


FINDS TYPO

memegenerator.net

Proofread!!

NEED HELP?



Staff is available to help you throughout the process!

<https://biopath.southernct.edu/>

Your University Career Services Department

Look for this group on your University's website.
Appointments are usually available for a wide variety of services including resume help.

Your Network

Contact trusted colleagues or mentors for help reviewing your resume or just talking about your ambitions.

