

# EXAMPLE RÉSUMÉ #1

**Lauren Weinstein**  
Phone Number · Email · Washington, DC

*Empower individuals, teams, and organizations to thrive in their work and in the world.*

**WORK EXPERIENCE**

**Degreed Learning and Development - Virtual** July 2020–Present

Lead internal learning and development for Degreed's 500+ employees, balancing our learning and skill strategy with business needs and ongoing product development.

- Mobilized a cross-functional team to revamp and relaunch Degreed internally (our own learning and upskilling platform).
- I'm developing a learning series and resources for managers.

**Manager - Washington, DC** Sept 2019–July 2020  
**Senior Advisor - Washington DC** Jan 2019–Aug 2019  
**Senior Advisor - Washington DC** Oct 2017–Dec 2018

Coined with nonprofit leaders and search committees to lead executive searches and succession planning. I also designed and facilitated leadership programs and workshops.

- Led dozens of searches, resulting in the executive-level hires at mission-driven organizations. I coached departing executives and newly hired executives to ensure successful transitions.
- For HRG, an international human resource consulting and published a virtual leadership program for country directors overseeing 350+ staff.

**Coach and Senior Development Team Facilitator - Program Officer for Talent - Washington, DC** April 2015–Dec 2017

As a member of the senior leadership team, led the strategic direction for the CareerPath platform and identified new talent solutions for the Jewish nonprofit sector. Collaborated on hiring and coached hundreds of individuals, helping 40 people get new jobs.

- Designed, prototyped, and launched CareerPath, a technology platform to recruit top talent into the Jewish nonprofit sector, reaching more than 1200 unique entities/month.
- Top-developed and co-facilitated CareerPath, a six-month career leadership program that included in-person workshops, virtual learning, and 1:1 coaching.
- Led and mentored 30 partners and partner organizations on talent and hiring strategies, enhancing employee engagement.

**Consultant and Coach - Washington DC** Oct 2013–March 2015

From my own coaching and consulting business working with small- and medium-sized businesses, nonprofits, and NGOs focused on strategic organizational development.

- As a trainer and sales rep for More Than Money Careers, I led 10 training sessions on careers in social impact at six universities for over 500 undergraduate and graduate students. I also ran product demos and signed up participants as clients.
- For ProStart-Texas (now Upstart), I led six trainings for entrepreneurs participating in an accelerator with a focus on design thinking.

**As a manager and sales rep for More Than Money Careers, I led 10 training sessions on careers in social impact at six universities for over 500 undergraduate and graduate students. I also ran product demos and signed up participants as clients.**

**As a trainer and sales rep for ProStart-Texas (now Upstart), I led six trainings for entrepreneurs participating in an accelerator with a focus on design thinking.**

**As a management consultant, I worked with for-profit and nonprofit clients on strategic operations, process improvement, technology initiatives, and leadership development.**

**Manager - Washington, DC; Brazil; India; Switzerland; Thailand** Sept 2010–Sept 2013

- Top-developed a competency model and approach for the International Rescue Committee's global management development program for 400+ employees.
- Serving as faculty at Accenture's global training center, I spent 80 hours teaching management (coaching skills and case studies) in Asia, Australia, and Europe.
- I designed and launched the Resilient Leader to Global Cliented Agent women after consulting research in Brazil, India, Switzerland, and Thailand.
- Developing a team of three consultants, built partnerships with nonprofits and health insurers to increase access to patient navigation.

**Consultant - Washington, DC; Egypt; Mexico; India** Sept 2008–Aug 2011

- Top-developed a team operating model and global strategy for the World Association of Girl Guides and Girl Scouts after conducting research at global leadership centers.
- Led business development for American Development Partnership, including writing proposals and staffing over 40 employees for international development projects.

**Angler - Philadelphia, PA; Brazil; India** Sept 2004–Aug 2008

- I managed ten-person technology teams in Brazil and India leading a health initiative.
- I helped to lead Accenture's corporate social responsibility programs in the US and engaged hundreds of employees via a volunteer platform.

**LANGUAGES**  
Spanish (Bilingual); Portuguese and Italian (Beginner)

**COACHING CREDENTIALS AND CONTINUING EDUCATION**

- Associate Certified Coach (ACC), International Coach Federation, 2018
- Georgetown University Certificate in Leadership Coaching, 2015

**EDUCATION**

**Executive Master's and Doctorate in Organizational Leadership and Learning, 2022**  
Georgetown School of Education, University of Pennsylvania

**BA Communication, 2010**  
Jennings School for Communication, University of Pennsylvania

- Varsity Swim Team, Captain

Lauren chose to use a short tagline/mission statement, because it felt authentic to her communication style. In earlier drafts of her résumé, she tried to put together a longer summary of expertise, but it felt too repetitive and jargony.

Even when Lauren wasn't in her job for long, she started to add bullets, as she knows that it's important to continuously keep her résumé up-to-date and to do so when the information is fresh.

**Lauren Weinstein**  
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*I empower individuals, teams, and organizations to thrive in their work and in the world.*

**WORK EXPERIENCE**

**Degreed Learning and Development - Virtual** July 2020–Present

*I lead internal learning and development for Degreed's 500+ employees, balancing our learning and skill strategy with business needs and ongoing product development.*

- I mobilized a cross-functional team to revamp and relaunch Degreed internally (our own learning and upskilling platform).
- I'm developing a learning series and resources for managers.

Depending on your skills and experiences, identify 3–5 major subject headings that you need to accurately reflect your experience and to serve as an overarching structure for your résumé. Lauren felt that in addition to her work experience, it was important to highlight her credentials and showcase her coaching experience.

**Examples of categories include:**

- Volunteer Experience
- Speaking Experience
- Publications
- Languages and International Experience
- Artistic Experience
- Continuing Education/Trainings and Certifications
- Education

**Raffa-Marcum's Nonprofit and Social Sector Group**  
**Manager – Washington, DC**

Sept 2019–July 2020

**Supervisor – Washington, DC**

Jan 2019–Aug 2019

**Senior Associate – Washington, DC**

Dec 2017–Dec 2018

*I worked with nonprofit boards and search committees to lead executive searches and succession planning. I also designed and facilitated leadership programs and workshops.*

- I led dozens of searches, resulting in 16 executive-level hires at mission-driven organizations. I coached departing executives and newly hired executives to ensure successful transitions.
- For HIAS, an international humanitarian nonprofit, I created and facilitated a virtual leadership program for country directors overseeing 550+ staff.

**Charles and Lynn Schusterman Family Foundation**  
**Program Officer for Talent – Washington, DC**

April 2015–Dec 2017

*As a member of the senior leadership team, I set the strategic direction for the CareerHub platform and identified new talent solutions for the Jewish nonprofit sector. I advised grantees on hiring and coached hundreds of individuals, helping 40 people get new jobs.*

- I designed, prototyped, and launched CareerHub, a technology platform to recruit top talent into the Jewish nonprofit sector, reaching more than 1,200 unique visitors/month.
- I co-developed and co-facilitated CareerLeap, a six-month career leadership program that included a two-day in-person workshop, virtual learning, and 1:1 coaching.
- I advised more than 30 grantees and partner organizations on talent and hiring strategies, enhancing employee engagement.

Use accurate and strong action verbs (e.g., designed, launched, or created) and be as specific as possible about who, what, where, and how much.

### **Coachable LLC**

#### **Consultant and Coach - Washington, DC**

Oct 2013–March 2015

*I ran my own coaching and consulting business working with small- and medium-sized businesses, nonprofits, and NGOs focused on strategy and organizational development.*

- As a trainer and sales rep for More Than Money Careers, I led 12 training sessions on careers in social impact at six universities for over 500 undergraduate and graduate students. I also ran product demos and signed on universities as clients.
- For PresenTense (now Upstart), I led six trainings for entrepreneurs participating in an accelerator with a focus on design thinking.

### **Accenture**

Sept 2006–Sept 2013

*As a management consultant, I worked with for-profit and nonprofit clients on strategy, operations, process improvement, technology initiatives, and leadership development.*

#### **Manager - Washington, DC; Brazil; India; Switzerland; Thailand**

Sept 2011–Sept 2013

- I co-developed a competency model and approach for the International Rescue Committee's global management development program for 400 managers.
- Serving as faculty at Accenture's global training center, I spent 80 hours teaching management consulting skills and case studies to new Accenture employees.
- I designed and launched the Womanity Award to combat violence against women after conducting research in Brazil, India, Switzerland, and Thailand.
- Overseeing a team of three consultants, I built partnerships with nonprofits and health insurers to increase access to patient navigation.

Put the dates of when you worked in a specific job on the right-hand side of your résumé (as shown in the thumbnail above). Lauren felt it was important to include the months to show how each subsequent job flowed into the other, as part of her broader career narrative.

When you've had multiple positions at the same organization, put the name of the organization first. However, if you haven't, putting your title first makes it easier for a reader to follow your career's evolution.

**Consultant – Washington, DC; England; Mexico; India**

Sept 2008–Aug 2011

- I co-developed a new operating model and global strategy for the World Association of Girl Guides and Girl Scouts after conducting research at global leadership centers.
- I did business development for Accenture Development Partnerships, including writing proposals and staffing over 40 employees for international development projects.

**Analyst – Philadelphia, PA; Brazil; India**

Sept 2006–Aug 2008

- I managed ten-person technology teams in Brazil and India testing a health website.
- I helped to expand Accenture’s corporate social responsibility programs in the US and engaged hundreds of employees via a volunteer platform.

**LANGUAGES**

Spanish (fluent); Portuguese and Hebrew (beginner)

**COACHING CREDENTIALS AND CONTINUING EDUCATION**

- Associate Certified Coach (ACC), International Coach Federation, 2018
- Georgetown University Certification in Leadership Coaching, 2013

**EDUCATION**

**Executive Master’s and Doctorate in Organizational Leadership and Learning, 2022**

Graduate School of Education, University of Pennsylvania

**BA Communication, 2006**

Annenberg School for Communication, University of Pennsylvania

- Varsity Swim Team, Captain

Even though work is becoming more virtual, it’s still helpful to include the location of your job in your résumé. In this case, Lauren wanted to showcase that she had worked in different cultural and global contexts.

Get up to two people to review your résumé and provide feedback to you. Make sure that your résumé feels aligned with your gut, no matter what feedback you get.

If you’re including an academic credential, discern how detailed you want to be. Here, Lauren mentions “Annenberg” because the communication program is known nationwide but leaves out her minor because it’s not as relevant.