



# AsBAA Discovery Resume Writing and Interview Tips

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Founder and Director – The V Executive Search

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## Speaker's Biography

- Bachelor of Commerce (Major in Marketing), University of British Columbia
- A seasoned business executive with over 18 years' experience gained from reputable multinationals across various industries, including Citibank International, Michael Page, and Metrojet Limited
- Currently a Founder and Director of The V Executive Search – specialist in senior executive search for the business aviation industry in Asia


### *Strengths:*

Strategic Planning, Business Development, Sales & Marketing, Client Relations, General Management, Internal and External Training & Facilitation



# Resume Writing Tips

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- Have a formal email address!
  - Cover letter or not?
  - Tailor your resume to every job you apply
  - Highlight 3-5 key strengths at top of the resume
  - List your work experience from current to past
  - Do not use abbreviation!
  - How many pages should your resume have?
  - Video Resume – it's a supplement, not a replacement for traditional resume!
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# Resume Writing Tips – Reference Sample 1

## JANET GRAY

44 Morningside Road, Edinburgh, Scotland EH10 4BF  
Cell: 07956 654 32  
example-email@example.com

### SUMMARY

Dedicated Operations Manager and effective leader who excels at using proven methods and cutting-edge technology to successfully cut costs, streamline operations and increase productivity. Assertive and enthusiastic, with extensive knowledge of process optimization and an unsurpassed worth ethic.

### HIGHLIGHTS

- Strategic planning
- Global and strategic sourcing
- Negotiations expert
- Procedure development
- Financial oversight
- Process improvements
- Cost reduction and containment
- Systems implementation
- Team building
- Analytical

Personal details on top, including your full name, home address, phone number and email

Add a brief summary of who you are – can be personality or experience driven. Make a lasting impact!

Highlight your core skills for the readers to make note of your strengths/skills

# Resume Writing Tips – Reference Sample 1

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## EXPERIENCE

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### NATIONAL GAS COMPANY Edinburgh, Scotland

**Operations Manager** 05/2009 to Current

- Generate revenue by coaching staff on effective prospecting and lead development strategies.
- Monitor employee productivity and optimise procedures to reduce costs.
- Consistently meet or exceed gross profit goals.
- Maximised driver time and efficiency by revamping delivery schedules and workloads.
- Increased productivity by 20% whilst simultaneously reducing head count by 10%.
- Oversaw development and launch of additional delivery area routes.

### SAMUELSON TRUCKING COMPANY Edinburgh, Scotland

**Operations Manager** 10/2006 to 04/2009

- Boosted delivery and scheduling efficiency by moving to computer database system.
- Developed safety programmes that reduced incidents by 80% in one year.
- Held monthly employee meetings to give information, take feedback, and provide updated training.
- Supervised completion of financial paperwork and tracking reports.
- Grew company market share by 25% in just 6 months.
- Implemented new outreach programme aimed at post-delivery follow-up and new business development.

### WESTERN MACHINERY Edinburgh, Scotland

**Operations Manager** 03/2002 to 09/2006

- Built and maintained effective accounts receivable and cash flow monitoring systems.
- Identified inefficiencies and made recommendations for process improvements.
- Effectively controlled costs and developed operating budgets.
- Oversaw inventory, ordered new equipment, and scheduled repairs for damaged machinery.
- Earned Top Performer Award for taking store to first place in region in total revenue earned.

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## EDUCATION

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**BACHELOR OF SCIENCE: ACCOUNTING**  
University of Edinburgh, Edinburgh, Scotland  
Minor in Finance

Highlight your work experience from current to past with start and end dates. Experience can be full/part-time roles, internships, volunteer work, student association work, charity, etc.

List your responsibilities and projects accomplished (if any). If you have any leadership opportunities, please also highlight here

Highlight your Education level with your major, school name, and GPA (if outstanding). Worthwhile to have another section called "Awards" if you have won any.

Would be good to also highlight your language and computer skills

# Resume Writing Tips – Reference Sample 2

## CAMERON LONG

1 Main Street, New Cityland, CA 91010 | | C: (555) 322-7337 | example-email@example.com

### SUMMARY

Human Resources Manager with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

### HIGHLIGHTS

- Hiring and retention
- Training and development
- Compensation/payroll
- Employee relations
- Labor agreements
- Compensation administration
- Regulatory compliance
- Personnel records maintenance
- Exceptional interpersonal skills
- Innovative

### ACCOMPLISHMENTS

- Reduced employee turnover by 20% through implementation of new incentive program and bonus structure.
- Improved paperwork processing time by 50% by streamlining submission processes.
- Saved \$150,000/year by reorganizing structure to eliminate unnecessary positions.

### EXPERIENCE

08/2008 to Current

#### Human Resources Manager

Grady's Department Stores - New Cityland, CA

- Direct personnel, training, and labor relations activities.
- Advise managers on organizational policy matters and recommend needed changes.
- Conduct orientations to foster positive attitude toward organizational objectives.
- Identify staff vacancies and recruit, interview, and select applicants.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems to foster positive environment.
- Established new application protocols that increased interview applicant quality.
- Created new compensation structure that improved employee morale and boosted performance.

02/2004 to 07/2008

#### HR Generalist

Grady's Department Stores - New Cityland, CA

- Responded to employee issues and questions in a timely manner.
- Updated company job descriptions to reflect changing roles.
- Met with all new hires to explain benefits, guidelines, and procedures.
- Redesigned employee handbook according to legal and benefit changes.

### EDUCATION

2010

**Master of Science:** Human Resource Management  
University of California - New Cityland, CA

2004

**Bachelor of Science:** Human Resource Management  
University of California - New Cityland, CA

# Interview Tips

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- Before interview – do your research!
  - Dress Appropriately!
  - Elevator pitch
  - Stay relevant with concrete examples
  - Prepare genuine questions in advance
  - Attitude, attitude and attitude!
  - Contribute vs. Learn
  - “The Secret Power of Thank You Note”
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