





What's Not

- · Job Objective
- References Available upon Request
- Hobbies (if unrelated to your job target)
- Large gaps of time unexplained





Critical Elements

- Name and contact information
- · Professional summary
- · Professional experience
- Education
- Certifications

316A Route d'Hermance	+41 (0)22 777 0812
Bellerive, Switzerland	bbuffet@aol.com
Project, Program, & Portfolio	Management
Change agent, improves project efficiency, quality, and profit through	i // governance & program management standard:
Results-driven, influential executive with a censer-long track record of driving international expansion, and translating corporate vision into direction through stakeholder management and grass roots consens, project scope with fluencial costs and projected nutcomes. Build high and inspiration. Develop PAIDs supporting up to 1000 projects and \$1	xecutable plans. Impact corporate culture and is building. Cost-conscious leader who balances performance teams through mentoring, coaching.
Areas of Expertis	
Program / Project Management - Strategic IT Planning - Bu	
Systems Integration - Network Operations - Network Engineering	- Business Operations - Product Planning - P&L
LEADERSHIP SUMM	ARY
Mega Research Institute, Geneva, Switzerland (2002-2007)	
Executive Director—Program	Management
Introduced a project governance model and project portfolio tool that eliminating \$10M annually in or	



Pros and Cons for Infographics

Pros

- · Visually appealing
- Trendy

Cons

- Not widely accepted
- Not appropriate for every job seeker

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Making Friends with the ATS

- · Use good keywords
- · Focus on hard skills
- · Avoid very fancy fonts
- Put your skills in context





Update Your Resume Regularly

- Get copies of performance appraisals before you leave a job
- Keep a file of big projects that you worked on, including quantification
- Make sure your resume agrees with your LinkedIn profile





Tips for Writing Cover Letters

- · Keep it short and sweet
- Match your credentials & experience to the requirements





Tips for Submitting Applications

- Copy and paste from the plain text version of your resume
- Send a MS Word version of your resume if possible.





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