LOYOLA UNIVERSITY CHICAGO

BUSINESS CAREER SERVICES

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Toolkit: Information Systems
Resume Sample

LU Rambler Name

Chicago, IL | lurambler@luc.edu | 312-555-5555 | linkedin.com/lurambler

Thorough and analytical information systems major with a focus on data analysis, accuracy, and teamwork. Possess strong attention to detail and able to summarize large amounts of data into useful themes. Highly skilled in systems thinking, project management, and collaborating effectively with team members.

CORE SKILLS & COMPETENCIES

Data Analysis | Database Modeling (ER Modeling, Relational Modeling) | Database Normalization
Data Warehouse Modeling (Dimensional Modeling, Star Schemas) | SQL | Tableau | R | HTML
Microsoft Excel (Pivot Tables, VLOOKUP) | Microsoft Access

EDUCATION

Loyola University Chicago, Quinlan School of Business   Expected Graduation: May 2024
Bachelor of Business Administration, Information Systems   GPA: 3.8/4.0
Recipient of the Dean's Scholarship   Dean's List: 2021 & 2022

RELEVANT PROJECTS

Information Systems 346   **January 2022 – May 2022**
- Designed a working information system by undertaking all stages of the Systems Development Life Cycle (SDLC), from requirement collection and conceptual modeling to implementation
- Performed SQL analysis on Sam's Club retail data using Teradata platform

WORK EXPERIENCE

Client Specialist Intern – ABC Company – Chicago, IL   **June 2022 – August 2022**
- Collaborated with a global team to manage employee health benefits for a Fortune 500 company
- Utilized data verification procedures to ensure accuracy and confidentiality of sensitive employee health information
- Assessed workflows and recommended optimized processes
- Managed a data organization project to support a transition to cloud-based storage

Digital Marketing Intern – Loyola University Chicago – Chicago, IL   **November 2021 – May 2022**
- Managed weekly, campus-wide newsletter sent to over 4,000 students, faculty, and staff
- Utilized Sprout Social to post campaigns on 7 social media channels and to generate reports
- Increased impressions and engagement across social media channels by 12-15%

EXTRACURRICULAR & VOLUNTEER ACTIVITIES

Web Designer – XYZ Catholic Church – Chicago, IL   **September 2021 – Present**
- Designed custom website using Squarespace web design software
- Reviewed analytics to improve online marketing, resulting in an 11% increase in website visits

Pro Tips

- Best Fonts: Georgia, Garamond, Ariel, Helvetica, Calibri

- Your physical address is no longer needed, city and state are sufficient

- Avoid using first person pronouns

- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"

- One page is considered appropriate for college students and recent graduates

LOYOLA
UNIVERSITY CHICAGO
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QUINLAN
SCHOOL of BUSINESS

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Sample Interview Questions

- Tell me about yourself?
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- Tell me a time where you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to make a difficult decision. How did you analyze the problem and what was the outcome?
- Please share a time when you had a conflict with a supervisor or peer. Please share the scenario and how you resolved the situation?
- Take me through your resume.
- Share a time when you demonstrated leadership. How did it add value to those around you?
- Why do you want to work at our company? Why Information Systems?
- Create a SQL query that retrieves particular information from a database.
- Prepare for SQL questions about nested queries, group by, having, order by, aggregate functions.
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- Explain the difference between inner and outer join and give an example.
- Model a database using ER Modeling and Relational Modeling based on particular requirements.
- Explain the difference between DDL and DML.When would you use DROP TABLE vs DELETE TABLE.
- Give an example of a star schema.
- Explain strategies for dealing with slowly changing dimensions.
- What is a surrogate key and what is its purpose.
- Do you use a standard methodology for managing a team or project?
- What are the phases of software development life cycle (SDLC)? We use the following technologies at our place... Please explain your experience with working on these.
- Here are a list of names and personal info in a dataset. You have ten minutes to create something interesting that will show us your analytic skills.
- Tell me about a time where you had to teach something to someone who was a lot less knowledgeable than you about the topic.

Skills

- Database Modeling (ER Modeling, Relational Modeling),
- Database Normalization
- Data Warehouse Modeling (Dimensional Modeling/Star Schemas)
- Requirement Collection SQL (Oracle, Teradata)
- OLAP/BI Tools (Tableau)
- MS Excel (including Pivot Tables, Scenario Manager, Goal Seek, Solver, and Financial Functions)
- MS Access (including Queries, Forms, Reports,)
- Python
- Project Management
- Metadata Design
- Information Architecture
- Application Development
- Architecture
- Artificial Intelligence
- HTML
- UX Design
- JavaScript
- JavaRuby
- IP Setup
- PHP
- Database Administration
- Emerging Technologies
- IT Client Skills
- Leadership and Critical Thinking
- Operating Systems
- Web Development
- Web Design

Professional Associations and Resources

- Association for Information Systems
- International Association for Computer Information Systems
- Association for Information Science and Technology
- Creative Commons
- PCI Security Standards
- Professionals for Social Responsibility
- The Benton Foundation
- ISO Management System
- Standards Information Technology Industry Council
- Accredited Standards Committee
- ASIS International
- Association for Computing Machinery (ACM)
- Association of Independent Information Professionals (AIIP)
- Association of Information Technology Professionals (AITP)
- Association of Software Professionals (ASP)
- Computer & Communications Industry Association (CCIA)
- Computing Technology Industry Association (CompTIA)
- Healthcare Information Management Systems Society (HIMSS)
- IEEE Computer Society Information Systems Security Association (ISSA) International Association of Privacy Professionals (IAPP) International Web Association (IWA) Network Professional Association (NPA) Technology Services Industry Association (TSIA)User Experience Professionals Association (UXPA)