

## MICHAEL SPINHORN

Investment Banking Director

San Francisco, CA | (310) 123-4567 | hured@linkedin.com | linkedin.com/in/username

# ATS FRIENDLY

### SUMMARY

Over 15 years of experience in finance and investment banking with a demonstrated track record in origination and execution of M&A transactions, IPOs / equity offerings and debt offerings. Deep industry knowledge and client relationships in the Food and Packaging and eCommerce sectors. Over a decade of experience leading global cross-functional teams. Passionate about mentoring and training junior talent.

### PROFESSIONAL EXPERIENCE

#### COMPANY NAME - BOUTIQUE BANK

Investment Banking Director - Consumer Retail Coverage

San Francisco, CA

2020 - Present

- The first bullet can be a brief description of your role and responsibilities - the rest needs to be proof of impact
- Your most recent role should have the most detailed bullets, and your older roles should be more concise and to-the-point. The exception to this would be if you spent less than 12 months in your current role, then put more bulleted details in the longest role you have on your resume
- Too many long bullets in a row can be hard to read, so organize your points when more than 5 bullets into sections (ideally aligned with key themes in the job posting or what a recruiter tells you about the role)

#### Select Transaction / Client / Project Experience:

- **Company / Deal A** - brief company description / deal size and terms / project description with date
  - List out 3-5 deals or projects you have worked on and summarize your contributions in 1-3 bullets
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
  - Put items in either chronological order and / or sorted by your level of impact on the transaction
- **Company / Deal B** - \$2 billion acquisition of Orange Co. by Apple Co. in 2023
  - Advised the CFO on target and proforma financial operating model, EPP acquisition / situation and key KPIs
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
- **Company / Deal C** - brief company description / deal size and terms / project description
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
- **Company / Deal D** - brief company description / deal size and terms / project description
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet
  - Summarize your contributions in 1-3 bullets, ideally on 1 line or 1.5 lines for each bullet

#### Demonstrated Leadership and Impact:

- Served as Team Staffer for two years and led junior recruiting for three years
- Hosted e-commerce panel with the CEO of ABC Co. at the 2023 Consumer Retail Industry conference
- Member of firm-wide philanthropy group and volunteered for ABC Soup Kitchen with team 2x a year

#### COMPANY NAME - BULGE BRACKET BANK

Investment Banking Vice President - Consumer Retail Coverage

New York, NY

2015-2020

- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each

#### COMPANY NAME - BOUTIQUE BANK

Investment Banking Associate - Consumer Retail Coverage

San Francisco, CA

2011-2014

- One of only 10 people to be promoted from Analyst to Associate in 2011
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each

Investment Banking Analyst - Technology, Media, Telecoms Coverage

San Francisco, CA

2007-2009

- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each
- Try to keep any role that is more than 5 years old to 3-5 bullets, ideally on one line each

### EDUCATION

#### UNIVERSITY / COLLEGE

Master of Business Administration (MBA)

Boston, MA

Class of 2011

- Completed coursework in finance and accounting, economics, and marketing
- GPA / test scores are optional if it has been more than five years but include any academic distinctions

#### UNIVERSITY / COLLEGE

Bachelor of Science (BS) Engineering Major and Finance Minor

Stanford, CA

Class of 2007

- GPA / test scores are optional if it has been more than five years but include any academic distinctions
- Finance and Investing Club member, Tennis player, and worked at the campus bookstore ~10 hours / week

### CERTIFICATIONS

Passed Chartered Financial Analyst (CFA) Level I, Series 7, TS, and ES licenses

### SKILLS

List a few key skills here in alphabetical order. It may be helpful for ATS (Applicant Tracking System).

### INTERESTS

Reading (non-fiction and artificial intelligence books) and running (2x Boston marathon finisher)

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**Zakir Ahamed**

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Knock 'em Dead Resumes Martin Yate, 2016-11-04 A killer resume gets more job interviews

The Hottest Resumes on Earth Pasquale De Marco, 2025-05-02 This book covers everything you need to know about resume writing from the basics to more advanced topics like keyword optimization and resume design Whether you re a recent graduate or a seasoned professional this book has something for you We ll show you how to write a resume that will highlight your skills and experience and help you land the job you want In this book you ll learn how to Write a strong objective statement Highlight your skills and experience Quantify your accomplishments Use keywords to get noticed Proofread and edit your resume Avoid common resume mistakes Tailor your resume to each job you apply for And much more The Hottest Resumes on Earth is the only resume writing guide you ll ever need With its expert advice and easy to follow instructions you ll be able to write a resume that will get you noticed and land you the job you want Don t wait another day to start your job search Order your copy of The Hottest Resumes on Earth today If you like this book write a review on google books

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problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

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**a Life on YOUR Terms** Geoff Smith, 2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life

*The Job Tree: Winning Your Next Job* Lee Smith, 2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resume social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job Progressive Computational Intelligence, Information Technology and Networking

Poonam Nandal, Mamta Dahiya, Meeta Singh, Arvind Dagur, Brijesh Kumar, 2025-07-22 Progressive Computational Intelligence Information Technology and Networking presents a rich and diverse collection of cutting edge research real world applications and innovative methodologies spanning across multiple domains of computer science artificial intelligence and emerging technologies This comprehensive volume brings together different scholarly chapters contributed by researchers practitioners and thought leaders from around the globe The book explores a wide array of topics including but not limited to machine learning deep learning cloud computing cybersecurity Internet of Things IoT blockchain natural language processing image processing and data analytics It addresses the practical implementation of technologies in sectors such as healthcare agriculture education smart cities environmental monitoring finance and more Each chapter delves into specific challenges frameworks and experimental outcomes making this book an essential reference for academicians researchers industry professionals and students who aim to stay ahead in the rapidly evolving digital world A Guidebook of Business

Templates, Forms and Tools: First Edition Zakir Ahamed, 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings

and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In *The Administrative Assistant s and Secretary s Handbook* you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

*Ridiculous Resumes* Quinn Everett, AI, 2025-03-29 *Ridiculous Resumes* tackles the often overlooked world of resume writing revealing why so many job applications end up in the rejection pile This career guide exposes common yet easily avoidable mistakes that job seekers make such as including irrelevant hobbies or exaggerating skills which can instantly disqualify them The book uniquely analyzes real life resume blunders and provides data driven insights into what recruiters look for highlighting how Applicant Tracking Systems ATS filter candidates based on seemingly minor details The book s approach involves dissecting actual resumes to showcase errors and offering practical strategies for crafting a compelling resume It emphasizes understanding the psychology behind recruiter decisions helping job seekers present themselves effectively *Ridiculous Resumes* progresses systematically starting with foundational resume writing principles then dives into common mistakes and finally it provides a step by step guide to creating a modern resume that emphasizes strengths while minimizing weaknesses This approach aims to transform job search efforts into career success

*Occupational Therapy Student to Clinician* Lisa Davis, Marilyn Rosee, 2024-06-01 It is surprising that there is no go to resource for the occupational therapy or occupational therapy assistant student to have when they embark on their professional journey With this in mind Lisa Davis and Marilyn Rosee have written *Occupational Therapy Student to Clinician Making the Transition* to help students hone the skills employers look for in new hires While many academic programs cover career oriented topics this is the first specific text to pull the pieces together with the purpose of showing readers how to become successful job candidates and employees Perfect for the student preparing for an occupational therapy career *Occupational Therapy Student to Clinician* covers all pragmatic issues that students face while securing their first job This text outlines a variety of topics including resume writing interview skills negotiating a salary working within a team developing professional competencies and understanding the culture of an organization Each chapter includes learning objectives and lists of practice activities that students can use to reinforce their skills *Occupational Therapy Student to Clinician Making the Transition* will benefit occupational therapy and occupational therapy assistant students preparing to graduate as well as employed clinicians

dealing with specific employment related issues This text will also guide the employee who wants to move to the next job and reacquaint themselves with the job seeking process This comprehensive resource provides strategies and solutions for many employment challenges and will be an asset in any professional development curriculum **Mac** David Reynolds,2005 Covers iDisk HomePage Sync and the other parts of the Mac service from Apple Computer Cover *ARISE Four-Wheel Drive for the Mind Book 3: Networking, Jobs, and Money - Learner's Workbook* Edmund F. Benson,Susan Benson,2011-07 Book 3 of 3 Book Series Teen Jobs and Money Life Skills CurriculumIt s not what you know but whom you know that counts Until now today s youth had no idea of the value of building a network of contacts to further their goals When it comes to preparing for and finding a job Networking Jobs and Money breaks down the process step by step This book contains interactive lesson plans that cover building a support system networking interviewing finding a job and much more Okay so far but what good is all of this if you can t manage the money you re making We ve got that covered too Our interactive activities are brimming with old fashioned budgeting skills that help students practice making sound financial decisions Topics include opening a bank account and using credit cards Life Skills Curriculum: ARISE Four Wheel Drive for the Mind, Book 3: Networking, Jobs & Money (Instructor's Manual) ARISE Foundation Staff,2011-07 ARISE Four Wheel Drive Networking Jobs and Money is brimming with old fashioned budgeting skills that help students practice making sound financial decisions Topics include opening a bank account building a support system networking interviewing finding a job and many more *Building Your Career in STEM* Angela Ziebell,Rebecca Yee,2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book **You're Hired** Harry Nnoli,2013-09-30 YOU'RE HIRED guides young professionals toward making the best of job interviews It recognizes that a candidates qualifications can get him or her through the interviewers door but securing the dream job requires much more This book provides the three key strategies for getting hired It shows how to identify the strongest qualities a candidate has for any job interview and additionally provides the most appropriate responses to typical job interview questions This material comes with practice

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