

## 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, 79, and 83 questions

### SKILLS

List a few key skills here in alphabetical order. It may be helpful for ATS (Applicant Tracking System), Reading (non-fiction and artificial intelligence books) and running (2x Boston marathon finisher)

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**Pasquale De Marco**



## **Resume Template Deal Sign In:**

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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      **Jump-Start Your Career with Resumes that Pop** Pasquale De Marco,2025-07-14 In today s competitive job market having a well crafted resume is no longer optional it s essential Your resume is often the first impression you make on potential employers so it s crucial to make it count Jump Start Your Career with Resumes that Pop provides everything you need to create a resume that will get you noticed and land your dream job Whether you re a recent graduate a seasoned professional or someone looking for a career change this practical hands on guide will walk you through the process of creating a resume that stands out from the rest You ll learn how to Write a compelling personal statement that showcases your skills and experience in a way that leaves a lasting impression Highlight your work experience and accomplishments using clear concise and engaging language Quantify your results using metrics and specific examples to demonstrate your value Use action verbs and keywords to make your resume appealing to applicant screening software and potential employers Tailor your resume to different jobs and industries to increase your chances of getting called for interviews In addition to the basics of resume writing you ll also discover creative ways to make your resume stand out from the crowd This includes adding unique and creative elements such as a personal website or video and personalizing your resume for the hiring manager With the help of this comprehensive guide you ll be able to create a resume that will help you land your dream job So what are you waiting for Take the first step towards your new career today If you like this book write a review      Google Resume 2017: An Easy Guide to the Best Features Gack Davidson, The name Google has long been associated with technology and a platform that you can trust for anything It has a wealth of information and users can get up to the minute information to them with a simple search The developers of Google have extended the platform and have now created a platform called Google Resume Essentially it is a platform that is used to produce a professional resume by helping the user to do this It is effortless and helps the user to produce a resume in a short amount of time There are many resume templates that are professional and trendy from which the user can choose It is quite easy to choose and modify any one of the templates so it can match your individual taste This book will seek to introduce the reader to this platform and let them become knowledgeable of what can be done when using this service      *Canva For Dummies* Jesse Stay,2025-01-29 The essential guide to the popular beginner friendly graphic design platform Canva For Dummies is a beautiful full color reference covering everything you need to create dazzling visual materials in Canva Free and Pro versions Discover all tools templates and features at the ready plus utilize expert tips and tricks to improve your design and visual communication skills Start with basic functionalities and graphic design principles and then work your way up to more complex design tasks with ease Canva For Dummies also covers Canva s new AI tool Magic Studio so you ll be up to speed on everything this cool app can do Plus the useful case studies and practical design projects inside are sure to ignite your creativity Create effective social media posts presentations brand style guides and everything in between thanks to the

helpful guidance in this book Understand the Canva interface and get a primer on graphic design Explore advanced tools and techniques including Canva's new AI tool Magic Studio Create engaging visuals for business social media and beyond Utilize Canva hacks and trends to make your graphics pop This handy guide is for everyone answering all your questions whether you're new to the platform or a current user Rock your next design project with Canva For Dummies *4 Pillars: Creating 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 r sum 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 worksheets to help the candidate apply the key learning of the book and position him or her perfectly for the next dream job

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