Resource Name

RName

Font: Tahoma 14pt Bold

List full name here.

Anadarko Logo

RParagraph

Font: Tahoma 10pt, Justified

RHeading

Font: Tahoma 10pt Bold

Bio

[Functional overview of skills and experience. This should contain a summary of the resume including; years of service, applications, industries, commodities, significant expertise, i.e. SME in Accounting functions, Crude Scheduling, Project budgeting, AVS, etc. Also, reference yourself in 3rd party format, i.e., “Mary has 7 years” or “She has experience with . . .”.

Font: Tahoma 10pt (space between paragraphs)

The Bio section should be limited to three paragraphs and should include any and all important information about yourself. The information should highlight your experience and include data that may not already be included below. Be sure to mention specific versions of software you have worked with, i.e., Endur v5-v10, SolArc RightAngle 11, etc. [Think of this as a way to summarize your experience and answer interview questions through this summary.]

RCompany

Font: Tahoma 10pt Italic Bold, Justified

RHeading

Font: Tahoma 10pt Bold

Work Experience

Anadarko Industries, LLC. Date (“Month” YYYY – “Month” YYYY)

Job Title

RClient/Position

Font: Tahoma 10pt Italic

Client Company Name

Role

[One or two sentences describing role and/ or project and location of project. Include any details such as number of team members you lead, versions of software you worked on, etc. “Responsibilities included:…”]

* Experience

RCompany

Font: Tahoma 10pt Italic Bold

RParagraph

Font: Tahoma 10pt, Justified

RBullet

Font: Tahoma 10pt

Previous Employer [legal name] Date (“Month” YYYY – “Month” YYYY)

Job Title

[One or two sentences describing role and/ or project and location of project. Include any details such as number of team members you lead, versions of software you worked on, etc. “Responsibilities included:…”]

Optional for consulting firm

* Experience

RBullet, Font: Tahoma 10pt

Do you have more than one role with the same company? If so, state the main company name once then list each client’s name, role performed and experience separately. For same client and different roles only list client name once.

*

Client Company Name

Role

[One or two sentences describing role and/ or project and location of project. Include any details such as number of team members you lead, versions of software you worked on, etc. “Responsibilities included:…”]

* Experience
*

Previous Employer — [legal name, start with recent job experience] Date (“Month” YYYY – “Month” YYYY)

Job Title

[One or two sentences describing role and/ or project and location of project. Include any details such as number of team members you lead, versions of software you worked on, etc. “Responsibilities included:…”]

* Experience

Font: Tahoma 8pt

List full name here.

RSpecializations

**Add Bold to Subcategories**

Font: Tahoma 10pt Bold

RHeading

Font: Tahoma 10pt Bold

Specializations [These are examples of fields that can be used. Modify this to represent the individual]

RSpecializations

Font: Tahoma 10pt

Languages [Scripting – SQL, XML, VB Scripting

 Programming – C#, C++]

Applications [ETRM Systems – Evaluation, Selection, Implementation, Customization

RSpecializations

***Add Bold & Italic***

Font: Tahoma 10pt

 Custom Reporting Systems – Requirements, Development, Implementation]

Consulting [Business Process Redesign, IT Strategic Planning, Best Practices, Account Management]

Industries [Energy – Power, Natural Gas, Coal and Oil (Wholesale and Retail)

 Financial Services – Commodities Trading

RHeading

Font: Tahoma 10pt Bold

 Information Technology - Professional Services]

Education

[Degree Subject — School]

RParagraph

Font: Tahoma 10pt

Affiliations and Achievements

[e.g. Microsoft Certified, PMP Certified, Member of NESA, Member of the Society of Petroleum Engineers, presentations at conferences]