

# DUE DILIGENCE

100 Deception Ave.  
518-000-\*\*\*\*

Troy, NY 12180 📄 (Does address on resume match other documentation provided?)  
📄 E-mail: [DoobieDue2@yahoo.com](mailto:DoobieDue2@yahoo.com) (unprofessional or current employer e-mail)

## 📄 OBJECTIVE

Seeking full-time employment with a company that is impressed with my overstated accomplishments, inflated titles and untailed resume ready for mass e-mailing. (Vague objective can indicate mass-emailing of resume and applicants skill set might not be specific to the position/unrelated objectives may indicate skills are overstated and experience does not match what is desired or stated.)

## EXPERIENCE

📄 2002-2006 (non-specific dates) Quick Fix Hospital Troy, NY

*Administration – Medical Billing Project Management*

- 📄 Completely revamped IT system for medical billing. (overstated accomplishments)
- 📄 Single handedly increased staff productivity by over 30 percent. (taking too much credit for group efforts/subjective accomplishment)

2001-2002 Red Flags Amusement Park Lake George, NY

📄 *Vending Procurement Manager/IT Support* (unrelated job titles/responsibilities)

- 📄 Monitored inventory levels, re-order and re-stock. (unrelated responsibilities)
- 📄 Oversaw IT upgrade. (vague – requires clarification)

2001-2002 📄 AMD (Acronym – uncertain who employer was) Carefree, IN

*Chip Processor/Fabricator*

- 📄 Led production team. (Vague)
- 📄 Helped increase productivity. (Vague)

1998-2001 📄 Employment GAP (Unrelated work experience) Carefree, IN

📄 *Wardrobe Consultant* (Inflated/Inaccurate title)

- 📄 Increased sales volume by 40 percent over previous quarter. (Seasonal sales increase?/compare to previous year?)
- 📄 Provided excellent customer service. (Vague)
- Demonstrated teamwork in a diverse staff environment.

## EDUCATION

Purdue University West Lafayette, IN

📄 Computer Science/Business Administration – 1997 (Not a definitive degree)

- 📄 Major GPA 3.60 (Major GPA vs. cumulative)
- 📄 Phi Theta Kappa (Honors society – not the same at graduating with honors, this is also an Associates Degree Society)
- 📄 Dean's List (Vague – may have been one semester or different school)
- A+ Certification

## REFERENCES

📄 Susie Friend 518-000-\*\*\*\* (No supervisor references)  
Susie's Daycare

📄 Crystal Glass 518-000-\*\*\*\* (Not direct co-worker or supervisor)  
Pharmacy Tech – Quick Fix Hospital

📄 John Relative 715-000-\*\*\*\* (Relative and Due's Accountant)  
CPA