

Emily Driscoll

Management Consultant

New York, NY | 000-000-0000 | email@email.com

Work Experience

McKinsey & Co.

Jun 2020 - Present

Management Consultant

- Responsible for the planning, direction, and coordination of activity required to effectively manage multiple projects.
- Analyze and improve upon project proposals, ensuring management expectations are met and successful outcomes are achieved.
- ensure goals, time-frames, funding limitations, staffing requirements and allocation of resources are addressed before project execution.
- Oversee direction and coordination of project personnel.
- Spearhead establishment of standards and procedures required for reporting and documentation.
- Monitor quality assurance.
- Review status reports and modify schedules and plans as required.

Cornerstone Research

Feb 2015 - Mar 2020

Management Consultant

- Executed a 6-Module Leadership Development Program including strategic capacity, self-awareness, organization intelligence, team intelligence, and development.
- Designed, conducted, and analyzed an Engagement Survey with Real Estate Market Leaders to benchmark the level of organizational engagement for a period of 10 months.
- Implemented OD initiatives and transferred relevant knowledge and skills to key client stakeholders in Real Estate Market Leaders.
- Identified OD needs after thorough in-depth interviews and focus groups and created cross-functional teams to facilitate and improve internal communication.
- Productized several of the organization's offerings as marketing materials for prospective clients.

Bain & Co.

Apr 2012 - Jan 2015

Project Management Consultant

- Managed a portfolio and owned products related to the portfolio.
- Managed a large program with three projects and multiple releases with a peak team size of around 45 including the external vendors.
- Reviewed the architecture and design of all the projects as part of corporate systems pyramid to ensure enhanced quality of the system.
- Also, this is responsible for conducting technical sessions (TechTalks) to spread the knowledge to all the team members within the corporate systems pyramid.
- Contributed to "Delivery Excellence" and "Training & Certification" initiatives as part of Corporate Systems raise the bar initiatives.
- Actively involved within the organization initiative of CMMI Level-S certification process with two of my projects in the assessment processes to help the organization get CMMI Level-S certification.

Boston Consulting Group

Jun 2009 - Mar 2012

Design Consultant

- Developed an in-house product to design the structural steel elements for various steel structures.
- Met various clients as part of pre-sales activities for the design consultancy.
- Worked with major clients in design consultancy including Choda Petrostar, Samsung, SABIC, Saudi ARAMCO, Saudi Shinwa etc.

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Kick Start Your Career Lee Smith, John van Genderen, 2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market

IC3: Internet and Computing Core Certification Computing Fundamentals Study Guide

Ciprian Adrian Rusen, 2015-04-22 Test how well you know your way around a computer for the IC3 exam IC3 Internet and Computing Core Certification Computing Fundamentals Study Guide is your ideal study guide to focus on the Computing Fundamentals exam module in preparation for the IC3 exam This book covers hardware software peripherals operating systems and basic troubleshooting presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test practice questions and videos Readers also gain access to electronic flashcards and the chapter files needed to complete the exercises in the book This guide focuses on the Computing Fundamentals module helping you test your skills and solidify your understanding in preparation for the exam Review the various hardware components essential to the computer Understand which peripherals are crucial and which are nice to have Brush up on basic troubleshooting for common minor issues Master your operating system and fundamental software When you are serious about certification IC3 provides the practice that inspires self confidence

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-23 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there's still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification

consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking concepts digital communication and research fluency The exam includes both multiple choice and performance based questions and this guide provides plenty of both so candidates can get comfortable with both material and format More than just a memorization tool this book helps exam candidates understand the material on a fundamental level giving them a greater chance of success than just going it alone For the IC3 candidate who s serious about certification IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the complete hands on exam prep guide

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The Engineer's Career Guide John A. Hoschette,2010-04-26

This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with 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

Guide to Internet Job

Searching, 2002-2003 Margaret Riley Dikel,Frances E. Roehm,2002-04-22 The essential guide to finding a job online This definitive guide to harnessing the Internet s powerful research capabilities has been thoroughly updated to include the latest online job searching techniques Using Guide to Internet Job Searching 2002 2003 absolutely anyone with access to a computer can immediately conduct a timesaving low cost high impact job search Copublished with the Public Library Association the Guide to Internet Job Searching offers you expert advice on how to find and use online bulletin boards job listings recruiter information discussion groups and resume posting services Its easy to use format and user friendly tone make this an excellent tool if you are an experienced surfer and Internet newbie Includes Local state by state government and international resource listings and opportunities Online career resources Specific career path information Reviews of

some of the more popular job listing and recruiting websites Simply the best thing in print on the subject of using the Internet in your job search amazing and breathtakingly thorough covers all the resources available today Richard N Bolles author of *What Color Is Your Parachute* **Mastering Today's Software** Edward G. Martin, Charles S. Parker, 2000 The manuals in this series introduce today's professional users and students to the basics of software applications while showing them how they can successfully be applied at home school and in the business world This text deals with Access 2000 *The First Job Hunt Survival Guide* Pat Morton, Marcia R. Fox, 1995 *Kiplinger's Personal Finance*, 1986-11 The most trustworthy source of information available today on savings and investments taxes money management home ownership and many other personal finance topics **Editor & Publisher**, 1918 Special features such as syndicate directories annual newspaper lineage tabulations etc appear as separately paged sections of regular issues *Country Guide and Nor'west Farmer*, 1926 *Wright and Ditson's Lawn Tennis Guide*, 1910 **Advantage Series: Microsoft Office 2003** Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, Pat Graves, 2004-01-05 The Advantage Series presents the Feature Method Practice approach to teaching computer software applications Feature describes the step or command Method shows how to perform it and Practice asks the students to try it themselves This enhances critical thinking skills and provides students and instructors with complete application coverage Peter Norton's Introduction to Computers *Office 97 Tutorial with 3.5 IBM Disk* Peter Norton, 1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson **Advantage Series: Microsoft Office Word 2003, Complete Edition** Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, 2004-05-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage *The Career Coward's Guide to Changing Careers* Katy Piotrowski, 2008 Offers advice on all phases of the career change process including tips on discovering natural talents identifying career passions and creating a new you resume **Guide to Internet Job Searching** Margaret F. Dikel, Frances E. Roehm, 2006 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper *Appleton's European Guide Book for English-speaking Travellers*, 1884 Guide to Internet Job Searching 2006-2007 Margaret Riley Dikel, Frances E. Roehm, 2006-03-23 Listings of industry specific boards that are usually not well known outside an industry Reviews of popular listings and recruiting websites to help focus the search **The Career Coward's Guide to Resumes** Katy Piotrowski, 2008 This third book in the Career Coward's series helps readers tackle the Herculean task of assessing their strengths and creating a paper sales document about themselves In her friendly and comforting style career coach Katy

Piotrowski walks readers through all the basic steps of writing a resume and cover letter that fairly promotes their strengths and experiences without sounding like bragging. You'll learn how to determine what to include on your resume for great results, develop your unique experiences into powerful resume content, follow a foolproof process for creating a resume that works, and write outstanding cover letters in just minutes.

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