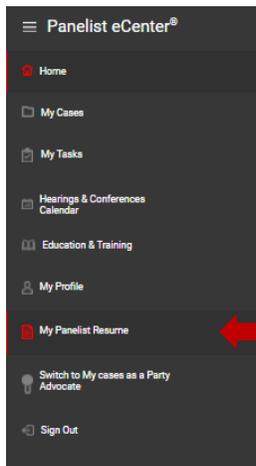


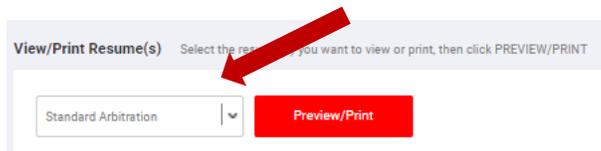


## AAA Panelist eCenter® Resume Updates

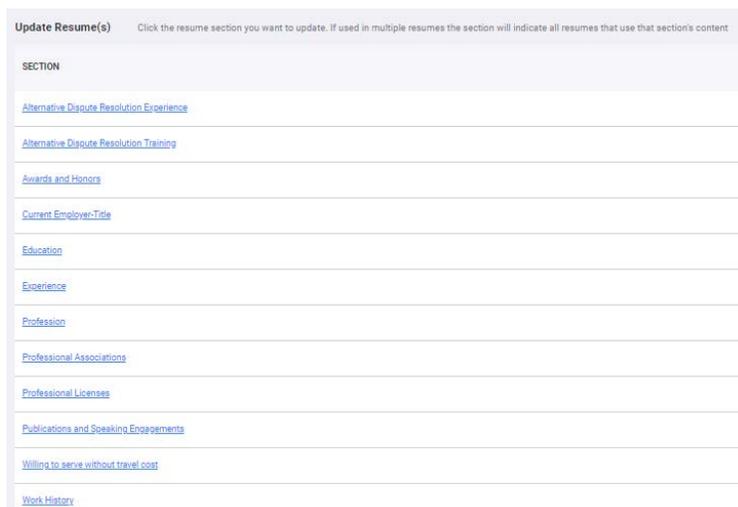
After logging in, click **My Panelist Resume** on the left side of the screen.



Select the resume format from the dropdown box:



The available resume sections will be displayed:



Click on the section title to make updates:

The resumes where the section appears is displayed here. Note that most sections are shared between several resume formats.



The amount of space remaining in the section is displayed here.

Make the necessary updates and click **Save Changes**. After reviewing the text, if you decide that no updates are necessary, click the **Discard Changes** button.

Note that you can now make revisions to multiple sections of your resume without awaiting approval from Panel Relations. Your changes will be in effect immediately upon clicking **Save Changes**.

**If there are extensive revisions, we recommend preparing the information in a separate document and then copy/paste the information into the update.**

To ensure a consistent format for all AAA resumes, please do not include your name, use “I”, or use pronouns such as “he” or “she”. Also, please do not type in ALL CAPS. Note that our system does not accept formatting such as bold, italics, underline, or indenting text within a section – please keep this in mind as you format your resume.

A best practice in writing your experience section is to identify issues you have addressed in cases rather than providing specific details. AAA resumes should not include information that could potentially identify any parties involved in a case. Should you deem it important to include names of former or current clients in your experience section, please ensure that you have permission to include their information in your AAA resume.

Guidance on appropriate resume content can be found [here](#).

Please note that your updates will be reviewed by Panel Relations and if there are any questions about your changes, Panel Relations will contact you for clarification.

To review your resume, click on **Preview/Print** button to download a PDF copy.

**Questions?** Contact Panel Relations at [eCenter@adr.org](mailto:eCenter@adr.org) or 972-774-6928.