

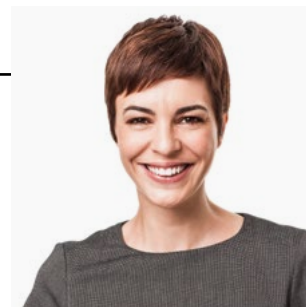


ZBP
CAREER CENTER

Resume Example for Academic Career or Research



Olivia Oeconomica, MSc (WU)



Address Welthandelsplatz 1, 1020 Wien
Telephone +43 313 36 4968
E-mail olivia.oeconomica@mustercv.at
Day and place of birth 31.01.1997, Graz
Nationality Austria

EDUCATION

since October 2023

Vienna, AUT

Vienna University of Economics and Business, Austria

PhD Program in Economic and Social Sciences

- **Main research focus:** Financial Markets and Credit Risk

October 2017–July 2019

Vienna, AUT

Vienna University of Economics and Business, Austria

Master's Program in Quantitative Finance

- **Majors:** Corporate Finance, International Finance and Portfolio Management
- **Relevant courses:** Credit Risk Modeling and Quantitative Risk Management
- **Master thesis:** "Financial Markets and Artificial Intelligence"

October 2017–January 2021

Vienna, AUT

Vienna University of Economics and Business, Austria

Bachelor's Program in Economics

- **Majors:** Distribution Theory and Corporate Governance
- **Relevant courses:** Econometrics, Finance
- **Bachelor thesis:** "Investment under Uncertainty"

September 2019–December 2019

North Carolina, USA

The University of North Carolina at Chapel Hill

Semester abroad

- **Relevant courses:** International Economics and Macroeconomics: Theory and Policy

September 2012–June 2016

Graz, AUT

Graz International Bilingual School

- Language of education: English
- Completed with very good grades

WORK EXPERIENCE

May 2023 – present

Vienna, AUT

Vienna University of Economics and Business, Austria

University assistant (prae doc) at the Department of Finance, Banking and Insurance (30h/week)

- Bachelor and Master-level teaching responsibility
- Co-supervision of Bachelor and Master theses
- Writing and publishing of scientific articles and book chapters and participation in scientific conferences

October 2021–June 2022

Vienna, AUT

Vienna University of Economics and Business, Austria

Tutor at the Department of Finance, Accounting & Statistics (10h/week)

- Support of students via Learn@WU (learning platform)
- Organizing tutorials

February 2021–September 2021

Vienna, AUT

UniCredit Bank Austria AG

Financing & Advisory intern (full-time)

- Assistance in preparation of presentations, reports, company profiles, portfolio analyses and portfolio reports
- Support in risk analysis and loan applications

Olivia O. MSc (WU)

Add your academic degree.

GENERAL INFORMATION

- Always send a PDF version of your CV.
- List headings in order of importance.
- CVs must be composed in English.
- CV can exceed 3 pages due to publications and conference presentations.

Address

Telephone

E-mail

Day and place of birth

Nationality

Mention your nationality, your birthday and place and include a photo (professional, recognisability, friendly).

Reverse chronological order (i.e. most recent first) and consistent format for dates throughout the CV.

Use a professional e-mail address.

WU, WU Platz 1, 1020 Wien

+43 313 36 4068

olivia.oeconomica@mustercv.at

31.01.1997, Graz

Austria

State the official name of the institution/company (incl. legal form)!

Vienna University of Economics and Business, Austria

Faculty of Business Administration and Economics

Department of Finance, Banking and Credit Risk

Research Institute for Finance and Economics

Major: Corporate Finance, International

Minor: Risk Modeling and

Management

Graduation Thesis: Risk Modeling and

Management

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October 2017–January 2021

Vienna, AUT

Tell the recruiter more

(e.g. major, GPA, selected courses, tasks, sponsors, achievements ...).

Vienna University of Economics and Business, Austria

Faculty of Business Administration and Economics

Department of Finance, Banking and Credit Risk

Research Institute for Finance and Economics

Major: Corporate Finance, International

Minor: Risk Modeling and

Management

Graduation Thesis: Risk Modeling and

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Graz International Bilingual School

English

Show your work experience

with job titel, 2–5 bullet points

and amount of working hours,

quantify success with facts and

figures and use action verbs.

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• Assistance in preparation of presentations, reports, company profiles, portfolio analyses and portfolio reports

• Support in risk analysis and loan applications

Olivia Oeconomica, MSc (WU)

WORK EXPERIENCE

July 2020–September 2020
Vienna, AUT

KPMG Austria GmbH

Auditing intern (full-time)

- Documentation of work, preparation of test reports and presentations
- Evaluation of the quality of financial reportings (annual financial statement/consolidated financial statement)

September 2013–present
Graz, AUT

Volunteer fire department of Graz

Member (part-time)

FURTHER EDUCATION & ADDITIONAL QUALIFICATIONS

June 2023

CFA Level 1

AWARDS

...

LANGUAGE & IT SKILLS

- **German:** Native speaker
- **English:** Fluent
- **Italian:** Good
- **Chinese:** Basic
- **MS Office** (Word, Excel, PowerPoint): advanced user
- **LaTeX:** advanced user
- **R:** advanced user
- **Stata:** basic skills
- **Bloomberg:** basic skills
- **Reuters:** basic skills

EXTRACURRICULAR ACTIVITIES

September 2021 –January 2023
Vienna, AUT

Tandem Language Learning Program at WU (German and Italian)

PUBLICATIONS & CONFERENCES

Working papers
Research projects
Conference presentations
Cases studies
Book chapters
Reports

COURSES

...

INTERESTS & HOBBIES

Tennis, songwriting, trips to China

Olivia Oeconomica, MSc (WU)

WORK EXPERIENCE

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AWARDS

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LANGUAGE & IT SKILLS

- **German:** Native speaker
- **English:** Fluent
- **Italian:** Good
- **Chinese:** Basic

Recommended skill levels:

- mother tongue / native speaker
- business fluent (Word, Excel, PowerPoint)
- fluent
- good
- basic
- Bloomberg
- Reuters

EXTRACURRICULAR ACTIVITIES

September 2022 – January 2023
Vienna, AUT

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Working papers
Research projects
Conference presentations
Cases studies
Book chapters
Reports

List complete list of publications and conference presentations according to research themes and categories (follow proper citing rules) as part of the CV.

COURSES

...

INTERESTS & HOBBIES

Tennis, songwriting, trips to China

Go into detail rather than just listing hobbies such as "sport, reading, travelling"!