

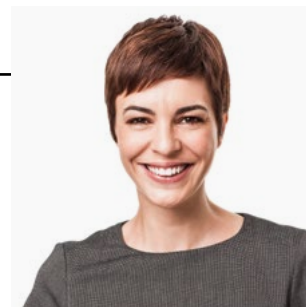


ZBP
CAREER CENTER

Resume Example for Academic Career or Research



Olivia Oeconomica, MSc



address Welthandelsplatz 1, 1020 Wien
telephone +43 313 36 4968
e-mail olivia.oeconomica@mustercv.at
day and place of birth 31.01.1991, Graz
nationality Austria

EDUCATION

October 2017–June 2021

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 2015–July 2017

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

October 2011–January 2015

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 2013–December 2013

North Carolina, USA

The University of North Carolina at Chapel Hill

Semester abroad

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

September 2006–June 2010

Graz, AUT

Graz International Bilingual School

- Language of education: English
- Completed with good grades

WORK EXPERIENCE

May 2017–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 2015–June 2016

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 2015–September 2015

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 ~~oeconomica~~, MSc

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

Use a professional e-mail address.

WU, WU Platz 1, 1020 Wien
+43 310 36 4780
olivia.oeconomica@mustercv.at
31.01.1991, Graz
Austria

day and place of birth
nationality

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

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

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

Grades are optional (only add them if the company is looking for someone with excellent performance) – keep in mind the different grading systems!

State planned activities (graduation, exchange term, Master's Program).

Start with your high school or the education level where you have gained your student permit.

October 2011–January 2015
Vienna, AUT

Tell the recruiter more (e.g. major, GPA, selected courses, tasks, sponsors, achievements ...).

September 2013–December 2013
North Carolina, USA

The University of North Carolina at Chapel Hill
Semester abroad
• **Relevant courses:** International Economics and Macroeconomics: Theory and Policy

September 2006–June 2010
Graz, AUT

Graz International Bilingual School
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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WORK EXPERIENCE

July 2014 – September 2014
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 2007 – present
Graz, AUT

Volunteer fire department of Graz

Member (part-time)

FURTHER EDUCATION & ADDITIONAL QUALIFICATIONS

June 2018

CFA Level 1

AWARDS

...

LANGUAGE & IT SKILLS

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

EXTRACURRICULAR ACTIVITIES

September 2016 – January 2017
Vienna, AUT

Tandem Language Learning Program at WU

PUBLICATIONS & CONFERENCES

Working papers
Research projects
Conference presentations
Cases studies
Book chapters
Reports

COURSES

...

INTERESTS & HOBBIES

Tennis, songwriting, trips to China

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WORK EXPERIENCE

July 2014 – September 2014
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KPMG Austria GmbH
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FURTHER EDUCATION & ADDITIONAL QUALIFICATIONS

June 2018 CFA Level 1

AWARDS

...

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 2016 – January 2017 Tandem Language Learning Program at WU
Vienna, AUT

PUBLICATIONS & CONFERENCES

- 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"!