



**ZBP**  
CAREER CENTER

# **Resume Example for Academic Career or Research**

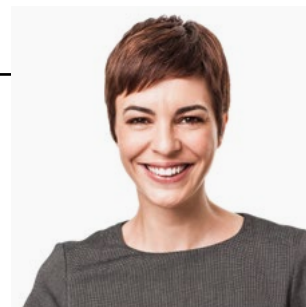


WU ZBP CAREER CENTER GMBH

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FN 486787p HG Wien

UID ATU73164345  
Bank Austria UniCredit Group  
IBAN: AT971100001363669100, BIC: BKAUTWW

# Olivia Oeconomica, MSc



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**address** Welthandelsplatz 1, 1020 Wien  
**telephone** +43 313 36 4968  
**e-mail** olivia.oeconomica@mustercv.at  
**day and place of birth** 31.01.1993, Graz  
**nationality** Austria

## EDUCATION

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**October 2019–June 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

**October 2013–January 2017**

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 2015–December 2015**

North Carolina, USA

**The University of North Carolina at Chapel Hill**

Semester abroad

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

**September 2008–June 2012**

Graz, AUT

**Graz International Bilingual School**

- Language of education: English
- Completed with good grades

## WORK EXPERIENCE

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**May 2019–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 2017–June 2018**

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 2017–September 2017**

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  
day and place of birth  
nationality

Use a professional e-mail address.

WU, Wirtshausplatz 1, 1020 Wien  
+43 313 36 4968  
olivia.oeconomica@mustercv.at  
31.01.1993, Graz  
Austria

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.

Vienna University of Economics and Business, Austria  
Faculty of Business Administration and Economics  
Department of Social Sciences  
Department of Finance, Markets and Credit Risk  
MSc in Finance and Business Administration  
Majors: Corporate Finance, International Finance, Risk Modeling and Management, Investment Management, Real Estate Markets

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

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

October 2013–January 2017  
Vienna, AUT

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

September 2015–December 2015  
North Carolina, USA

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

September 2008–June 2012  
Graz, AUT

Graz International Bilingual School

Show your work experience with job title, 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

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**July 2016–September 2016**  
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 2009–present**  
Graz, AUT

**Volunteer fire department of Graz**

Member (part-time)

## FURTHER EDUCATION & ADDITIONAL QUALIFICATIONS

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June 2020

CFA Level 1

## AWARDS

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## LANGUAGE & IT SKILLS

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

## EXTRACURRICULAR ACTIVITIES

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**September 2018–January 2019**  
Vienna, AUT

**Tandem Language Learning Program at WU**

## PUBLICATIONS & CONFERENCES

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Working papers  
Research projects  
Conference presentations  
Cases studies  
Book chapters  
Reports

## COURSES

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## INTERESTS & HOBBIES

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Tennis, songwriting, trips to China

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## WORK EXPERIENCE

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## FURTHER EDUCATION & ADDITIONAL QUALIFICATIONS

June 2020

CFA Level 1

## 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 2018–January 2019  
Vienna, AUT

Tandem Language Learning Program at WU

## 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

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## INTERESTS & HOBBIES

Tennis, songwriting, trips to China

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