

first_name surname

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY

Aug 2022 - Aug 2023

Master of Science in Quantitative Finance

NATIONAL UNIVERSITY OF SINGAPORE

Aug 2015 - Jul 2019

Bachelor of Science in Civil Engineering (Major in Construction Management)[optional]

- Honors/Academic recognition(Cum Laude, First Class honors)[optional]

EXPERIENCE

CURRENT/LATEST EMPLOYER NAME-Singapore

Apr 2021 - present

[Optional if needed] Company descriptor here in italics to describe unfamiliar companies - keep to 1 line

Position Title 3 (Sep 2022 - present)

- Start with a current tense verb, describe one activity - Include specific actions and measurable results
- Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for... or Assisted with...
- Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements

Position Title 2 (Apr 2021 - Aug 2022)

- Money is denoted: \$1K, \$1M, \$1B
- Showcase your transferable skills/strengths from former positions that are most relevant to a position and/or industry you are looking to pursue
- Do not use technical jargon nor focus on technical accomplishments – focus on the business implications of projects (leadership, team building, project management, problem solving)
- SMU “campus” resumes must be limited to 1 page

PREVIOUS EMPLOYER NAME - Location [Employer locations outside of Singapore use city, country] **Sep 2019 - Mar 2021**

Position Title 1

- Start with a past tense verb, describe one activity - Include specific actions and measurable results
- Use a variety of different verbs at the beginning of bullets to avoid repetition (see list of action verbs). Stay away from weak action verbs such as Responsible for... or Assisted with...
- Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements

ACADEMIC PROJECTS

Project Title

Mmm/Year

- Description of work done in project (similar to how you would describe your work experience)
- Include the programming language, methodology/s, technical tools/ techniques etc
- Aim to have about 2 technical projects in this section, take note of space constraints (maintain a 1 page resume)

EXTRA-CURRICULAR ACTIVITIES / LEADERSHIP ROLES

NAME OF ASSOCIATION

Mmm/Year

Position title

- Description of work done in the association (similar to how you would describe your work experience)
- State notable achievements (maintain a 1 page resume)

ADDITIONAL

- Certifications: Professional certifications (CPA, CFA); Professional association memberships, ect [optional]
- Technical Skills: [List all that apply] R, C++, SAS, Python
- Language Skills: English (Business Professional), Mandarin (Native), Hindi (Native), Italian (Conversational)
- Volunteer work: State Volunteer service or unique personal achievements (YYYY) [optional]
- Work Authorization: [List all that apply] Singapore (Part-time Internship), China (Citizen), India (Citizen)