



Chapter 2

Building a Curriculum Vitae (CV)

“Life is not a problem to be solved but a reality to be experienced.”

— Søren Kierkegaard

CURRICULUM VITAE FORMATTING GUIDE

Format

LENGTH:	One page
FONT STYLE:	Standard and easily readable (i.e. Calibri, Helvetica, Cambria, Georgia, Garamond)
TEXT SIZE:	10 – 12 points
TITLE SIZE:	12 – 14 points
FORMAT:	Use tables, line spacing, paragraph spacing, and alignments to maximize white space

Header

This tells employers how to contact you. Include name, address, phone, e-mail, LinkedIn, or website URL (optional). Make sure you use current information. Name should be in a larger font so it stands out (typically 14 – 16).

Education

List your school as NYU Abu Dhabi or New York University Abu Dhabi. Once it has been listed once, you can use the abbreviation NYUAD. You can use include study away, certificate or other academic programs, academic projects or relevant coursework.

Courses

You can list your relevant courses under the institution or make its own section. Make sure to include the title of the course rather than the course number.

Skills

Reserve this section for hard skills like computer (hardware, software, programs, programming languages) and languages (include fluency level). Soft skills should be evidenced in your bullet points through your experiences.

Bullet Points

Start with an action verb. Incorporate soft skills (communication, delegation, project management) using detailed examples. Focus on the outcomes of your contributions and achievements, quantify when possible. Avoid personal pronouns (I, we, you) and being verbs (was, were, am, are). Experience in the past should be in past tense, while positions you're currently doing should be simple present tense.

Sections

Split up your experience in 2-4 different sections and your section titles should stand out so either make it all caps, bold or increase the font size. Depending on your experience you can use sections such as professional experience, volunteer experience, leadership, community involvement or industry specific sections (i.e. marketing experience, writing experience).

CV BASIC TEMPLATE

Student name

Current location (City, Country)
Email address | Phone number
LinkedIn or personal website (optional)

List your experiences for each section in reverse chronological order, highlighting the most recent position..

EDUCATION

New York University Abu Dhabi
BA/BS, Field of Study

- GPA
- Relevant Coursework

Study Away University Name

High School Name, (city, country)
Degree Obtained, Ranking (if relevant)

Dates Attended (month/year)

Graduation Date (month/year)

List if 3.0 or higher

Consider including if highly related to the field of interest.

Expected Graduation Date (month/year)

Dates Attended (month/year)

Graduation Date (month/year)

SKILLS

Languages:

Computer:

Software:

RELATED PROJECTS

Affiliation, city, country

- Provide an overview of the project including your role, any technical skills used, and results of the project

Start Date – Completion Date

WORK EXPERIENCE

Company Name, city, country

Position Title

- Typically aim for 3-5 bullet points
- Start your bullet with an action verb and avoid literal descriptions of duties and responsibilities
- Demonstrate your soft skills (communication, delegation, project management) using vivid examples
- Focus on the results and accomplishments and quantify when possible
- Avoid personal pronouns (I, we, you) and being verbs (was, were, am, are)

Start Date – Completion Date (or present)

LEADERSHIP EXPERIENCE

Club/Organization Name, City, Country

Position Title

- Show leadership skills and accomplishments

Start Date – Completion Date

COMMUNITY INVOLVEMENT

Organization name, city country

Title/volunteer

- Emphasize transferable skills

HONORS AND AWARDS

List honor or award received

Date (month/year) or # of Semesters Received

Projects

If you want to highlight your technical skills you can list projects that you've worked on. Be sure you highlight your technical skills and collaboration with team members in your bullet points.

Fellowships/Certificates/Other Education

If you've completed a relevant certificate or training program you can create a separate section for these experiences and list a brief description of the program and dates attended.

Honors/Awards

If applicable, list the name of the award and the granting institution, as well as date received (month/year). Considering your audience, you may choose to describe awards succinctly.
**Do not list NYUAD scholarships as they are not merit-based.

HOW TO BUILD YOUR BULLET POINTS

What did you DO ?	HOW did you do it?	ELABORATE with details	What were the RESULTS ?
<ul style="list-style-type: none"> Identify duties and responsibilities Describe your projects, competitions or research 	<ul style="list-style-type: none"> List specific software, tools or resources used Highlight transferable skills 	<ul style="list-style-type: none"> Identify how often or who you collaborated with Quantify how many, how much, age groups 	<ul style="list-style-type: none"> Showcase goals reached Highlight your progress Show contributions made
Before: Designed marketing flier			
Example: Designed marketing fliers	using Canva	to publicize fundraising event	increased attendance by 10%
After: Designed marketing fliers using Canva to publicize fundraising event and increased attendance by 10%.			
Your turn:			

TIPS FOR WRITING A TAILORED CV

Be industry specific
Learn the key words for your industry and utilize them into your bullet points.

Speak in numbers
If you quantify the work you've done the employer will see the scope and level of what you've done.

Format matters
Your CV generally shouldn't be more than 1 page, sections should be clear and experiences should be listed in reverse chronological order.

Clear the clutter
You don't need an objective statement or list of references on your CV. Focus on your most relevant experiences, and what you want the employer to know.



ACTION VERBS

ANALYTICAL/ RESEARCH	Founded	Arranged	Coordinated	Solidified	Promoted	Screened	Influenced
	Illustrated	Cared for	Decided	Spearheaded	Purposed	Set up	Informed
Analyzed	Initiated	Clarified	Decreased	Stimulated	Publicized	Submitted	Instilled
Assessed	Integrated	Coached	Delegated	Strengthened	Published	Supplied	Instructed
Clarified	Introduced	Collaborated	Developed	Supervised	Reconciled	Standardized	Motivated
Collected	Invented	Contributed	Directed	Terminated	Recruited	Systematized	Persuaded
Compared	Modeled	Cooperated	Dispatched	Verified	Referred	Updated	Rehabilitated
Conducted	Modified	Counseled	Diversified		Reinforced	Validated	Schooled
Critiques	Originated	Demonstrated	Eliminated		Reported	Certified	Set goals
Detected	Performed	Diagnosed	Emphasized		Resolved		Stimulated
Determined	Photographed	Enabled	Enforced		Addressed		Taught
Diagnosed	Revised	Encouraged	Enhanced		Advertised		Tested
Evaluated	Revitalized	Ensured	Enlisted		Arbitrated		Trained
Examined	Shaped	Expedited	Ensured		Arranged		Transmitted
Experimented		Facilitated	Established		Articulated		Tutored
Explored		Focused	Executed		Authored		
Extracted		Furthered	Founded		Clarified		
Formulated		Adjusted	Generated		Collaborated		
Gathered		Allocated	Handled		Communicated		
Identified		Analyzed	Headed		Composed		
Inspected		Appraised	Hired		Condensed		
Interpreted		Assessed	Hosted		Conferred		
Interviewed		Audited	Improved		Consulted		
Invented		Balanced	Ensured		Conveyed		
Investigated		Budgeted	Established		Convinced		
Located		Calculated	Generated		Corresponded		
Measured		Computer	Handled		Debated		
Observed		Conserved	Headed		Defined		
Organized		Controlled	Hired		Demonstrated		
Proved		Corrected	Hosted		Described		
Researched		Cut	Improved		Developed		
Reviewed		Decreased	Ensured		Directed		
Screened		Determined	Established		Discussed		
Searched		Developed	Ensured		Drafted		
Specified		Estimated	Ensured		Edited		
Solved		Forecast	Ensured		Enlisted		
Summarized		Managed	Ensured		Explained		
Surveyed		Marketed	Ensured		Expressed		
Systematized		Measured	Ensured		Familiarized		
Tested		Planned	Ensured		Formulated		
Validated		Prepared	Ensured		Furnished		
CREATIVE	Programmed	Accomplished	Ensured		Illustrated		
	Projected	Acted	Ensured		Incorporated		
Began	Purchased	Advanced	Ensured		Informed		
Combined	Reconciled	Administered	Ensured		Influenced		
Composed	Reduced	Analyzed	Ensured		Interpreted		
Conceptualized	Researched	Appointed	Ensured		Interviewed		
Condensed	Retrieved	Approved	Ensured		Joined		
Created	Tabulated	Assigned	Ensured		Judged		
Customized	Trimmed	Attained	Ensured		Lectured		
Designed		Authorized	Ensured		Listened		
Developed		Chaired	Ensured		Marketed		
Devised		Completed	Ensured		Mediated		
Drew		Considered	Ensured		Moderated		
Entertained		Consolidated	Ensured		Outlines		
Established		Contracted	Ensured		Participated		
Fashioned		Controlled	Ensured		Persuaded		
Formulated		Converted	Ensured		Presented		
INTERPERSONAL/ TEAMWORK	Answered	Converted	Ensured				
			Ensured				

FIRST YEAR CV



András Falcon
Abu Dhabi, United Arab Emirates
Af123@nyu.edu | +971 55 123-4567

EDUCATION

NYU Abu Dhabi, Abu Dhabi, UAE
Bachelor of Arts (In Progress)
Expected May 20xx

American International School of Budapest, Budapest, Hungary
Valedictorian
IB Score: 43/45
June 20xx

LEADERSHIP EXPERIENCE

American International School of Budapest, Budapest, Hungary
Vice President
September 20xx – June 20xx
• Directed general meetings and officer meeting, and facilitated a team outlook
• Organized keynote speaker and cultural events attended by over 70 students

Sports Camp, Budapest, Hungary
Camp Counselor
May 20xx – August 20xx
• Maintained safe environment and supervised environment for group of 10 students ages 8-10, as residential sports camp
• Planned and implemented recreational activities ranging from team building to sports tournaments
• Mentored and assisted with training for five junior counselors throughout the summer months

COMMUNITY OUTREACH EXPERIENCE

Habitat for Humanity, Budapest, Hungary
Volunteer
Summers 20xx, 20xx
• Participated in local chapter's fundraising events and assisted with logistics, registration and set-up
• Designed marketing fliers utilizing Canva and Adobe InDesign that were distributed to over 1500 community members
• Worked as a team with other students and people from the community on building homes

Senior Center, Budapest, Hungary
Volunteer
September 20xx – December 20xx
• Led 25 senior residents in weekly creative art projects
• Kept detailed records of attendance for Gold Star Program
• Collaborated with staff on preparing serving meals and provided assistance with clean-up

HONORS

Scored 3rd place in National Math Exam
Received Schools character and leadership award 1 graduating senior each year

SKILLS

- Computer: Proficient in Microsoft Office, Adobe InDesign and Canva
- Language: Conversational Mandarin

TECHNOLOGY CV



Florence Falcon

CONTACT

+971 (055) 123-4567
ff123@nyu.edu
NYU Abu Dhabi
Abu Dhabi, UAE
<https://github.com/FlorenceFalcon>

EDUCATION

Bachelor of Science in Computer Science
NYU Abu Dhabi, May 20xx
Concentration in Economics
Additional coursework in Interactive Media, Journalism, and Political Science
GPA: 3.6/4.0

SKILLS

Programming:

- C++
- Python
- Java
- Javascript

Web Development:

- jQuery
- node.js
- p5.js

Languages:

- Spanish: native
- English: proficient
- Arabic: intermediate

PROFESSIONAL EXPERIENCE

Software Engineering Intern **Jan - Present 20xx**
MagnumTL, Dubai, UAE
• Research, implement and test different machine learning and natural language processing techniques for building intelligent customer-service chatbots
• Work closely with multiple product managers and engineers from partner teams on a weekly basis

Developer/Tester **Aug - Dec 20xx**
NYUAD, Abu Dhabi, UAE
• Facilitated the delivery of regular high-quality releases of Drone2Map for ArcGIS that address users' needs
• Developed and automate tests using C#, Python, and related programming languages
• Defined user requirements through testing and analysis of software functions, user interfaces, and GIS methods and practices

Software Engineering Intern **June - Aug 20xx**
Yandex Browser, Moscow, Russia
• Implemented features such as navigation and multi-page printing for mobi and fb2 formats for the in-browser ebook reader
• Fixed UI bugs related to video playback & image display on inconsistent Internet connections affecting 35% (6 million) users
• Developed an array of custom web components using Polymer for the browser's password manager and settings page
• Wrote unit and integration tests using Mocha, Chai, SinonJS, and the Chrome Extension API

RESEARCH EXPERIENCE

Programming Research Assistant **May 20xx - December 20xx**
CAMel Lab, Abu Dhabi, UAE
• Performed several research tasks in Arabic natural language processing and chatbot development
• Worked on creating, developing, and training an Arabic-dialect chatbot
• Published a demonstration paper in COLING international conference on computational linguistics under the title Botta: An Arabic Dialect Chatbot

LEADERSHIP & COMMUNITY INVOLVEMENT

Outreach Director **August 20xx - Present**
Women Empowered in STEM, Abu Dhabi, UAE
• Manage all outreach and development events and workshops that aim to promote and support the pursuit of STEM-related fields among female students

Staff Writer **August 20xx - July 20xx**
The Gazelle, Weekly Online Student Publication, Abu Dhabi, UAE
• Wrote weekly articles focused on technology within the region and featuring developments from NYUAD's Design and Innovation Lab

CREATIVE CV



FAIZA FALCON

VIDEOGRAPHER

EDUCATION

NYU Abu Dhabi, UAE
BA in Film & New Media, May 20xx
Coursework: film making, storytelling, production
Study Away: New York, London, Florence

SKILLS

iMovie
Adobe Premiere Pro
Photography
Adobe Photoshop
Instagram, Facebook, Snapchat
Proficient in Nikom, Canon & Epson digital format cameras
English (native)
Arabic (fluent)
French (intermediate)

CONTACT

P: +971 56 000 0000
E: faizafalcon@nyu.edu
M: Abu Dhabi, UAE

SOCIAL

[linkedin.com/faizafalcon](https://www.linkedin.com/in/faizafalcon)
 @faizafalcon
 ffalcon.squarespace.com

WORK EXPERIENCE

ARTS PROXY INTERN

The Arts Center, NYUAD | Mar - May 20xx

- Managed events, travel and meeting logistics, and liaising with visual artists
- Developed publicity materials including video interviews, photos for websites, and blog entries on trends in new media
- Assisted with lighting and set design for performances

INTERN

Cinema Nouveau | Jun - Jul 20xx

- Worked on social media strategy to increase the following of the company website
- Helped curate and edit photos for publication
- Researched, fact checked and edited articles

MEDIA INTERN

The National | May - Jul 20xx

- Translated over 20 Arabic articles to English on the film industry of the MENA region
- Digitized and cataloged various media from 1970-1975
- Researched potential cinema projects about Arab women

FILMOGRAPHY (SELECTED)

Director & Editor, *Bonjour, Mon Ami*, France, Jun 20xx
Assistant Director, *Closed Chapters*, dir. Clive Owen, UAE, Apr 20xx
Stage Manager, *Reclaimed*, dir. Jane Tall, UAE, May 20xx
Sound Mixer/Boom Operator, *Losing*, dir. Matteo Russo, Italy, Jan 20xx
Lighting Design, *Thorns*, dir. Ahmed Amari, UAE, Dec 20xx
Camera Operator, *NYC Nightly News* (4 episodes), US, Nov 20xx

EXHIBITIONS AND PUBLICATIONS (SELECTED)

Solo Exhibition, *Shadows of Heart*, The Third Line, UAE, May 20xx
Group Exhibition, *Windows from Home*, The Space, UAE, Jan 20xx
Airport Road 05, "Leaves of Autumn", UAE, Spring 20xx
The Gazelle, "Special Olympics Feature", UAE, Apr 20xx
Group Exhibition, *Bliss Denied*, The Cube, UAE, Feb 20xx

EDUCATION CV



Tereza Falcon

Abu Dhabi, UAE ■ +971 (0) 56 1234567 ■ mg123@nyu.edu ■ linkedIn.com/terezafalcon

EDUCATION

New York University Abu Dhabi, Abu Dhabi, UAE
Bachelor of Arts in Philosophy, GPA: 3.72/4.0

May 20xx

New York University

New York, NY
Coursework in human rights and entrepreneurship

January-May 20xx

International High School

Berlin, Germany
International Baccalaureate Diploma, 40/42

May 20xx

RELATED EXPERIENCE

Institute for the Study of Human Rights at Columbia University

New York, US
Research and Programming Intern

January-May 20xx

- Collected data on human rights research in transnational justice
- Provided support for research seminars by coordinating with campus providers on logistics
- Participated in seminars and talks on peace studies, dialogue, and interfaith networks
- Edited grant proposals developed by senior staff for submission under tight deadlines

NYUAD Office of Intercultural Education and Spiritual Life

Abu Dhabi, UAE
Intern

May-July 20xx

- Identified opportunities for sustained dialogue in the NYUAD community
- Organized and facilitated events such as discussions with spiritual and cultural leaders
- Researched topics related to intercultural education such as intersectionality and privilege

LEADERSHIP & COMMUNITY INVOLVEMENT

Advocacy

Abu Dhabi, UAE
President and Member

August 20xx-Present

- Lead the 25+ member campus student interest group on social justice issues
- Organize meetings and events based on student demand including panels and talks
- Liaise with local organizations and leaders to learn more about social needs in the UAE

The Gazelle

Abu Dhabi, UAE
Contributing Writer

October 20xx-November 20xx

- Wrote weekly articles for the on NYUAD student run, community publication, *The Gazelle*
- Published articles include "The Ethics of Service Learning Opportunities" and "How to Lead a Socially Responsible Organization On Campus"

NYUAD Mentorship Network

Abu Dhabi, UAE
Member

August 20xx-December 20xx

- Attended seminars and workshops on developing professional skills such as leadership
- Met monthly with a female mentor from the local community about job preparation

SKILLS

Language: German (native), English (fluent), Spanish (intermediate)

Computer: MS Suite (Word, Excel & PowerPoint), Google Suite (Docs, Sheets, Slides & Forms)

ENGINEERING CV



Roberto Falcon

NYU Abu Dhabi, Saadiyat Campus | +971 (50) 111-2334 | rb189@nyu.edu

EDUCATION

New York University Abu Dhabi (NYUAD), Abu Dhabi, UAE

Bachelor of Science in Mechanical Engineering, CGPA: 3.89, May 20xx

Beaconhouse School System, Abu Dhabi, UAE

Advanced Levels: 4 A's, 3 A's, Aug 20xx – May 20xx GCE

ENGINEERING PROJECTS

CNC Mill Usage Guide, Design and Prototyping Lab, NYU Abu Dhabi, Abu Dhabi, UAE

June 20xx-Present
• Develop CNC mill usage and safety guide aimed at undergraduate students in support of the IDEA Lab's mission of providing low-friction access to state-of-the-art prototyping tools

BePresent, Design and Innovation Course, NYU Abu Dhabi, Abu Dhabi, UAE

January 20xx
• Co-developed prototype of tactile-enabled jacket for remote communication of emotional state

EXPERIENCE

Intern, Ministry For Sustainable Development of State of Queretaro, Queretaro, Mexico

February 20xx - Present
• Assessed viability of implementing biofuel, waste sludge from cardboard factory (Ponderosa), in brick making communities
• Designed rotary dryer and fuel feeder using low-cost and locally accessible materials, and led experiments to test biofuel
• Determined that proposed biofuel costs at least 40% less than typical fuel, which led to the project moving forward
• Delivered final report and regular progress reports and presentations to SEDESU project overseers and Ponderosa CEO

Design and Prototyping Intern, IDEA Lab, NYU Abu Dhabi, Abu Dhabi, UAE

Aug 20xx - Dec 20xx
• Instruct lab users (students, faculty, researchers) in proper operation of manufacturing and prototyping equipment
• Assist students in brainstorming for ways to realize design ideas utilizing available resources and equipment
• Co-develop how-to and safety guides for manufacturing equipment (CNC mill, 3D printers, laser cutter)
• Maintain inventory of lab materials

Design Engineer, Engineers for Social Impact, Negombo, Sri Lanka

Jan 20xx - Mar 20xx
• Lead diverse team of students to research and design a community center using renewable, cheap and sustainable sources
• Proposed and implemented designs for solar cooking, home gardening, water distillation systems, assisting nearly 183 families
• Supervised construction and implementation of proposed projects in Negombo, Sri Lanka

ACADEMIC PROJECTS AND AWARDS

1st Prize winner for Designing the LTE Protocol for Ericsson 5G Competition, Jun 20xx

• Impact Assessment of Solar PVs, Jun 20xx
• Design of AI-based Display Panels, Jun 20xx
• PIC Controller for LED, Jun 20xx

LEADERSHIP

President, Engineering Honors Society (EHS), NYUAD, Abu Dhabi, UAE

Jun 20xx – Present

Resident Assistant, Residential Education, NYUAD, Abu Dhabi, UAE

Aug 20xx – Jul 20xx and May 20xx – Present

Captain, Cricket Team & Football Team, NYUAD, Abu Dhabi, UAE

Aug 20xx – Present

Teaching Assistant, Communication Theory, NYU, New York, USA

Jan 20xx – May 20xx

SKILLS

• Proficient in Microsoft Office, Adobe Acrobat Suite, Arduino, MATLAB, pSpice Simulation, Presentation 1.6v, Python
• Experience with C++, C sharp, Processing, HTML/HTML 5, CSS, SQL, LabVIEW
• Fluent in English, Spanish, Urdu, Basic Arabic, and verbal Hindi

FINANCE CV



Rami Falcon

NYU Abu Dhabi, Saadiyat Campus | +971 50 123 4566 | rf235@nyu.edu

EDUCATION

New York University Abu Dhabi (NYUAD), Abu Dhabi, UAE

May 20xx

Bachelor of Science in Economics, GPA: 3.9

NYU Stern School of Business (Study Abroad)

Jan – May 20xx

RELEVANT COMPETITIONS AND AWARDS

1st Prize winner Boston Consulting Group Case Competition

March 18 20xx

- Designed a detailed marketing case for a mobile financial technology client seeking to break into the emerging market of the middle east
- Conducted a feasibility study based upon peer organizations both within the middle east as well as similar emerging markets
- Presented my findings to the managing director and senior leadership team of the MENA office

FINANCE EXPERIENCE

HSBC Securities (USA) Inc. | New York, USA

Jun - Aug 20xx

Structured Finance Summer Analyst

- Completed a competitive internship at the intersection of Global Banking and Global Markets; collaborated closely with 4 out of 5 teams within the Structured Finance Group: Incentivized Finance, Structured Capital Markets, Middle Markets, and Global Markets
- Collaborated on the closure of a \$10M deal involving a restructuring of the bank's REMIC residual interests portfolio of 3,300+ securities by pinpointing a list of 25 residuals to be sold by HSBC on the basis of excess inclusion income, capital account, and tax basis
- Worked on the development of a new securitization business vertical related to RMBS: gathered and analyzed data on different parameters of US mortgages and prepared a pitch book for the bank's risk management team, which led to the approval of the business vertical

Sattva Investment Advisors | Mumbai, India

Jan - May 20xx

Venture Capital Summer Analyst

- Developed investment recommendations across the fields of renewable energy, clean technology, and healthcare and presented findings in monthly meetings
- Advised on the closure of a Series E funding deal in the vocational training sector and developed business model recommendations for the firm
- Advised the Michael and Susan Dell Foundation on the selection of the 12 most promising contemporary Indian startups in the educational technology sector from a list of 35 finalists by evaluating the potential of each, based on 32 parameters Asia Debt Management (ADM)

Abu Dhabi Global Markets (ADGM) | Abu Dhabi, UAE

Aug - Dec 20xx

Financial Risk Intern

- Worked directly with the Chief Risk Officer on drafting policy for adoption of cryptocurrency to the UAE stock exchange which currently had a value of 2 billion AED
- Created financial risk scenarios using Excel modeling to help determine best case outcomes
- Collaborated with business development team on feasibility plans for the next growth year

LEADERSHIP & AWARDS

Finalist – J.P. Morgan Corporate & Investment Banking Case Challenge (2013) New York, U.S.A.

Finalist – Barclays Capital Investment Banking Case Competition (2013) New York, U.S.A.

National Medal of Honor – H.E. President of the Republic of Indonesia (2010) Jakarta, Indonesia

SKILLS

- Proficient in Microsoft Office, R, Strata, Waterfall, Agile
- Experience with C++, C sharp, Processing, HTML/HTML 5, CSS, SQL, LabVIEW
- Fluent in English, French, Portuguese

PUBLIC SERVICE CV



Mingxia (Grace) Falcon

Abu Dhabi, UAE

+971 56 000 0000

gf123@nyu.edu

linkedin.com/mfalcon



EDUCATION

New York University Abu Dhabi, Abu Dhabi, U.A.E

- Bachelor of Arts in History, G.P.A. 3.88/4.0

Study Abroad: Germany (Fall 2016), London (Summer 2017), Florence (January 2017)

Shanghai American School, Shanghai, China

July 20xx

IB score 42/45

WORK EXPERIENCE

Hedayah, Abu Dhabi, U.A.E.

May – July 20xx

Intern: Dialogue and Research Office

- Wrote a 20+ page brief for visiting GCC government officials on effective counter-messaging and communication campaigns in the region between 1990-2010
- Conducted research on contemporary history of recruitment and radicalization in GCC countries
- Developed presentation on effective online media strategies for counter terrorism for dialogue workshop
- Provided event management and logistical support for panels and presentations including organizing meetings, creating programs & publicity materials, catering, issuing invites and tracking attendees

Foreign Policy Association, Washington D.C., U.S.

February – May 20xx

Intern

- Attended government hearings, NGO panel discussions, as well as public talks and interviews with key foreign government representatives to report back to department heads during weekly meetings
- Prepared daily media briefs for a team of research fellows by tracking news outlets for information on MENA related policy making and current events
- Fact checked and edited articles by the research fellows prior to publication online
- Performed administrative tasks including photocopying, filing, and correspondence with the general public

NYUAD History Department, Abu Dhabi, U.A.E.

January – April 20xx

Student Research Assistant

- Assisted two professors in conducting research on articles related to the U.S. civil rights movement
- Gained proficiency in utilizing social science databases including JSTOR, LexisNexis, and ProQuest
- Transcribed interviews and translated articles from French to English

COMMUNITY AND LEADERSHIP EXPERIENCE

Muslim Student Association, Abu Dhabi, U.A.E.

August 20xx – Current

Vice-President (current) & Member (previous)

- Responsible for setting the agenda and presiding over meetings in absence of the president
- Oversee the 10,000 AED budget, meeting logistics and event management for annual U.A.E. conference

STRIVE (Strength in Vocational Education), Abu Dhabi, U.A.E.

August 20xx – May 20xx

Member

- Provided 1-on-1 tutoring for Somali students 3 hours a week for 10 weeks
- Taught English conversation as well as computer skills via the Somali Social & Cultural Center

SKILLS

- Software:** Microsoft Office Suite, Google Platforms, Canva, Adobe Illustrator, WordPress
- Languages:** French (native), English (fluent), Arabic (intermediate)
- Interests:** guitar (8 years), mixed martial arts (brown belt), photography

RESEARCH CV



LORELLE FALCON

Lf1234@nyu.edu ■ (+971) (0) 55 123 4567 ■ linkedin.com/Lfalcon

May 20xx

ACADEMICS

New York University Abu Dhabi (NYUAD), Abu Dhabi, UAE

Bachelor of Science in Biology

Minor: The Environment

GPA: 3.73

Study Abroad: Imperial College London (Summer 20xx), NYU Accra (January 20xx), NYU Sydney (Spring 20xx), NYU New York (Spring 20xx)

SKILLS

- Scientific Research Tools: LaTeX, Statistica, Endnote
- Languages: Arabic (native), English (advanced)

RESEARCH EXPERIENCE

Research Assistant, Public Health Research Center, NYU Abu Dhabi

October 20xx – present

- Explore the association between cotinine levels in smokers of cigarettes, shisha, and Dokha, and risk factors of cardiovascular disease utilizing urine samples for analysis
- Perform library searches and retrieved reference materials from various sources including medical journals

Student Research Intern, NYU School of Medicine, NYU Langone

January 20xx – present

- Compile data and assisted in consolidating and analyzing data for monthly presentations to sponsoring agencies
- Review data with supervisor and then provided reports to data and safety monitoring committee, the principal investigator and sponsoring agency updating on the progress of the study and program deliverables.

Laboratory Assistant, National Institute of Public Health, NYU

June – August 20xx

- Prepared and analyzed water samples for the presence of cations anions, oils, chromates and insoluble substances
- Analyzed samples of urine and grains on High Performance Liquid Chromatography and Mass Spectroscopy to detect antibodies and pesticides
- Prepared samples for Gas Chromatography to detect the presence of pesticides in soils, fruits, vegetables, pool waters and industrial foods

Research Data Intern, Public Health Research Center, NYU Abu Dhabi

January – May 20xx

- Interfaced directly with over 30 subjects and worked with them to complete recruitment and consenting procedures
- Attend meetings and conferences and presented research and updated team on Center initiatives and projects
- Liaise with Principal Investigator and other study staff to ensure project timelines are met

COMMUNITY INVOLVEMENT

- Certified First Aid Responder, NYUAD Athletics Department
- NYU Abu Dhabi Men's Varsity Soccer Team
- President, Sustainable Living on Campus, NYUAD
- Vice President, Sustainable Living on Campus, NYUAD

November 20xx – present

August 20xx – present

August – December 20xx

May – December 20xx

HONORS

Recipient of the Goldwater Scholarship, 20xx