



## Chapter 2

# Building a Curriculum Vitae (CV)

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*“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).

### Student Name

Current Location (City, Country)  
Email Address | Phone Number  
LinkedIn or Personal Website (optional)

<b>EDUCATION</b> New York University, Abu Dhabi BA/BS, Field of Study • GPA: • Relevant Coursework:  Study Away University Name	Expected Graduation Date (month/year)
High School Name, (city, country) Degree Obtained, Ranking (if relevant)	Dates Attended (month/year) Graduation Date (month/year)
<b>SKILLS</b> Languages: Computer: Software:	
<b>RELATED PROJECTS</b> 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
<b>WORK EXPERIENCE</b> 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)
<b>LEADERSHIP EXPERIENCE</b> Club/Organization Name, City, Country Position Title • Show leadership skills and accomplishments	Start Date - Completion Date
<b>COMMUNITY INVOLVEMENT</b> Organization name, city country Title/volunteer • Emphasize transferable skills	Start Date - Completion Date
<b>HONORS AND AWARDS</b> 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.

# 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

List if 3.0 or higher

Consider including if highly related to the field of interest.

Expected Graduation Date (month/year)

Study Away University Name

Dates Attended (month/year)

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

Optional, usually not needed after second year, unless you're applying nearby high school.

Graduation Date (month/year)

### SKILLS

Languages:  
Computer:  
Software:

Only include concrete skills, highlight soft skills in other sections of your CV.

### 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

Start Date - Completion Date

### HONORS AND AWARDS

List honor or award received

Date (month/year) or # of Semesters Received

# HOW TO BUILD YOUR BULLET POINTS

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

## 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

Analyzed  
Assessed  
Clarified  
Collected  
Compared  
Conducted  
Critiques  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Identified  
Inspected  
Interpreted  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Observed  
Organized  
Proved  
Researched  
Reviewed  
Screened  
Searched  
Specified  
Solved  
Summarized  
Surveyed  
Systematized  
Tested  
Validated

## CREATIVE

Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Devised  
Drew  
Entertained  
Established  
Fashioned  
Formulated

Founded  
Illustrated  
Initiated  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Revised  
Revitalized  
Shaped

## FINANCIAL

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computer  
Conserved  
Controlled  
Corrected  
Cut  
Decreased  
Determined  
Developed  
Estimated  
Forecast  
Managed  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected  
Purchased  
Reconciled  
Reduced  
Researched  
Retrieved  
Tabulated  
Trimmed

## INTERPERSONAL/ TEAMWORK

Adapted  
Advised  
Advocated  
Aided  
Answered

Arranged  
Cared for  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Enabled  
Encouraged  
Ensured  
Expedited  
Facilitated  
Focused  
Furthered  
Guided  
Initiated  
Insured  
Interacted  
Intervened  
Involved  
Listened  
Mediated  
Moderated  
Motivated  
Negotiated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

## LEADERSHIP/ MANAGEMENT

Accomplished  
Acted  
Advanced  
Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Completed  
Considered  
Consolidated  
Contracted  
Controlled  
Converted

Coordinated  
Decided  
Decreased  
Delegated  
Collaborated  
Directed  
Dispatched  
Diversified  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Enlisted  
Ensured  
Established  
Executed  
Founded  
Generated  
Handled  
Headed  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instigated  
Instituted  
Integrated  
Introduced  
Led  
Lowered  
Managed  
Merged  
Modified  
Motivated  
Organized  
Overhauled  
Oversaw  
Pioneered  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Recruited  
Reorganized  
Replaced  
Represented  
Restored  
Reviewed  
Revitalized  
Saved  
Scheduled  
Secured  
Selected  
Shaped

Solidified  
Spearheaded  
Stimulated  
Strengthened  
Supervised  
Terminated  
Verified

## ORAL/WRITTEN COMMUNICATION

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Demonstrated  
Described  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Enlisted  
Explained  
Expressed  
Familiarized  
Formulated  
Furnished  
Illustrated  
Incorporated  
Informed  
Influenced  
Interpreted  
Interviewed  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Outlines  
Participated  
Persuaded  
Presented

Promoted  
Purposed  
Publicized  
Published  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Wrote

## ORGANIZATION

Approved  
Arranged  
Catalogued  
Charted  
Classified  
Coded  
Collected  
Contained  
Compiled  
Coordinated  
Corrected  
Corresponded  
Distributed  
Expedited  
Executed  
Filed  
Generated  
Implemented  
Incorporated  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Planned  
Prepared  
Processed  
Provided  
Recorded  
Registered  
Reserved  
Responded  
Restructured  
Reviewed  
Scheduled

Screened  
Set up  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Certified

## SALES/MARKETING

Achieved  
Attained  
Completed  
Conceived  
Delivered  
Earned  
Exceeded  
Expanded  
Generated  
Increased  
Improved  
Launched  
Led  
Marketed  
Promoted  
Resolved  
Restored  
Saved  
Shaped  
Succeeded  
Surpassed  
Transformed  
Won

## TEACHING/ TRAINING

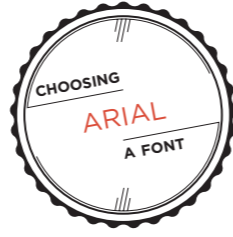
Adapted  
Advised  
Appraised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiques  
Demonstrated  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Indoctrinated

Influenced  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Rehabilitated  
Schooled  
Set goals  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

## TECHNICAL

Adapted  
Applied  
Assembled  
Automated  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Controlled  
Converted  
Debugged  
Designed  
Determined  
Developed  
Diagnosed  
Drafted  
Engineered  
Fabricated  
Fortified  
Inspected  
Installed  
Maintained  
Monitored  
Operated  
Prevented  
Printed  
Programmed  
Rectified  
Regulated  
Remodeled  
Repaired  
Replaced  
Restored  
Retrieved  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized

# FIRST YEAR CV



## Andr s Falcon

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

### EDUCATION

- NYU Abu Dhabi, Abu Dhabi, UAE Expected May 20xx  
Bachelor of Arts (In Progress)
- American International School of Budapest, Budapest, Hungary June 20xx  
Valedictorian  
IB Score: 43/45

### LEADERSHIP EXPERIENCE

- American International School of Budapest, Budapest, Hungary September 20xx – June 20xx  
*Vice President*
- 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 May 20xx – August 20xx  
*Camp Counselor*
- 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 Summers 20xx, 20xx  
*Volunteer*
- 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 September 20xx – December 20xx  
*Volunteer*
- 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 3<sup>rd</sup> 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 Nikon, 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

@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 desing 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 May 20xx  
Bachelor of Arts in Philosophy, GPA: 3.72/4.0

**New York University**, New York, NY January-May 20xx  
Coursework in human rights and entrepreneurship

**International High School**, Berlin, Germany May 20xx  
International Baccalaureate Diploma, 40/42

### RELATED EXPERIENCE

**Institute for the Study of Human Rights at Columbia University**, New York, US January-May 20xx  
*Research and Programming Intern*

- 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 May-July 20xx  
*Intern*

- 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 August 20xx-Present  
*President and Member*

- 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 October 20xx-November 20xx  
*Contributing Writer*

- 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 August 20xx-December 20xx  
*Member*

- 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

Bachelor of Science in Economics, GPA: 3.9

#### NYU Stern School of Business (Study Abroad)

May 20xx

Jan – May 20xx

### RELEVANT COMPETITIONS AND AWARDS

#### 1<sup>st</sup> 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

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### EDUCATION

**New York University Abu Dhabi, Abu Dhabi, U.A.E** May 20xx

- 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

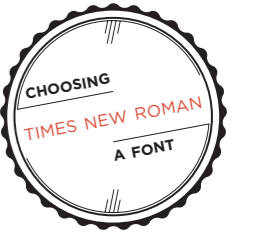
Member

- 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

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### ACADEMICS

**New York University Abu Dhabi (NYUAD), Abu Dhabi, UAE** May 20xx

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 November 20xx – present
- NYU Abu Dhabi Men's Varsity Soccer Team August 20xx – present
- President, Sustainable Living on Campus, NYUAD August – December 20xx
- Vice President, Sustainable Living on Campus, NYUAD May – December 20xx

### HONORS

Recipient of the Goldwater Scholarship, 20xx