**<YOUR COMPLETE NAME>**

Brazilian, <Age, ex: 29>, <Married>

**Address:** <Rua XXX, nº 1500 - Bairro - São Paulo – SP>

**Phone:** <+55 11-XXXX-XXXX> / <+55 11-9XXXX-XXXX>

**E-mail:** <exemplo@exemplo.com>

**OBJECTIVE**  
<Treasury Department>

**EDUCATIONAL BACKGROUND**

* **MBA**

<Human Resources>  
<Kellogg School of Management>  
(April/2017 to August/2018)

* **Bachelor’s Degree**

<Civil Engineering>  
<University of São Paulo>  
(January/2011 to December/2016)

**LANGUAGES**

**English:** Advanced  
**Spanish:** Basic

**EXTRACURRICULAR ACTIVITIES & COURSES**

* **Business Intelligence (B.I.)** - <Harvard University> (May/20XX to August/20XX)
* **Strategic Solutions** - <University of Oxford> (June/20XX to November/20XX)

**CERTIFICATION AND LICENCES**

* CFA (Chartered Financial Analyst)
* TOEFL (Test of English as a Foreign Language)

**PROFESSIONAL EXPERIENCE**

* **<Name of the Comany>**

**Financial Engineer**

**(June/2017 until nowadays)**

**Activities:** Analyzed investment principles and related financially derived products; Formulated the scheme of market popularization and network marketing; Participated in and helped oversee the training of marketing, business process modeling.

* **<Bloomberg L.P.>**

**Backoffice Analyst**

**(July/2015 to May/2017)**

**Activities:** Assisted hundreds of clients daily via email, phone, and in person; Responsible for directing clients to appropriate department and answering all general questions; Inputted all data into registrar database; Keep inventory and order tools for office functionality.

**ADDITIONAL INFORMATIONS**

* Volunteer - <Habitat for Humanity> (September/20XX)
* Student Exchange Program - New Zealand (March/20XX to November/20XX)