

JAMIE LEE✉ jamie.lee.2022@mwm.smu.edu.sg

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in <https://www.linkedin.com/in/nameisjamiele>**EDUCATION****SINGAPORE MANAGEMENT UNIVERSITY****Jul 2022 - Jun 2023****MSc in Wealth Management**

- GPA [include it if >3.4]; GMAT [include it if >660]

NATIONAL UNIVERSITY OF SINGAPORE - Singapore**Aug 2013 - Jul 2017****Bachelor of Science in Civil Engineering**

- Honors/Academic recognition (Cum Laude, First Class honors, scholarships, awards) [optional]
- Concentration in Construction Management [optional]
- Exchange programme at University of Toronto, Canada (Jan – Apr 2016)

EXPERIENCE**CURRENT EMPLOYER NAME – Singapore****Aug 2023 - Present**[Optional] *Company descriptor here in italics to describe unfamiliar companies - keep to 1 line***Position Title4**

- Use present tense verb here since you are still performing the role
- 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 succinct and specific when describing your achievements and roles; use measurable results where possible
- 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

PREVIOUS EMPLOYER NAME – city, country**Jul 2017 – Jul 2022****Position Title3 (Jul 2019 – Aug 2022)**

- Money is denoted as \$1K, \$1M, \$1B.
- Use past tense for previous jobs and internships
- Showcase your achievements and transferable skills/strengths that are most relevant to the job you're applying for. This section should not simply look like a JD. Employers really want to know how good you were at your job.
- Minimise technical jargon and technical accomplishments – focus on the business implications of projects (leadership, team building, project management, problem-solving)
- Check to make sure you are using consistent font (Calibri) and pitch throughout the resume

Position Title2 (Aug 2018 – Jul 2019)

- Start with a past tense verb, 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...

Position Title1 (Jul 2017 – Jul 2018)

- Showcase your achievements and transferable skills/strengths that are relevant to the position and/or industry you are looking to pursue
- Do not use acronyms that reader is likely to be unfamiliar

PREVIOUS EMPLOYER NAME – City, Country**May 2016 – Jul 2016****Analyst, Intern**

- Include entrepreneurial, internships, part-time experience if necessary; your coach will advise whether it's relevant
- Full-stops are not necessary at the end of each bullet point
- Keep your resume to one pager in length and only upload PDF version to OnTRAC portal and for job applications

ADDITIONAL

- Employer and/or SMU organizations and Professional certifications (CPA, CFA, CACS, FRM); Professional association memberships
- Technical Skills: e.g. Python; R; SPSS, RPA
- Language fluency: English (fluent); Mandarin (native); Conversational: French, Italian, German
- Volunteer service or unique personal achievements (YYYY)
- Work Authorization: [List all that apply] Singapore, China, USA