**Please modify details as appropriate – for any questions, contact me: info@rbnedu.com**

**FULL NAME**

Phone: +XY-1234567890 | Email: name@email.com | LinkedIn/Other website link

EDUCATION [This can come after the experience section for those with over 5 years full-time work experience]

**University Name, Department**   **City, State, Country Master of Science (MS)**, Natural Resources and Environment, **GPA: a.b/4.0** *Aug 2015 - Apr 2017*

Specializations: **Details [if applicable]**

Thesis: [topic and advisor(s)] [year of completion]

**University Name, Department**   **City, State, Country**

**Bachelor of Technology**, Mechanical Engineering, **CGPA: x.y/10** *Jul 2011 - May 2015*

Thesis: [topic and advisor(s)] [year of completion]

EXPERIENCE [Add relevant key skills in the description of your work] [You can divide this into Leadership Exp/Research Exp etc.]

**Name of Company/Organisation** [hyperlink websites wherever possible] **City, State, Country**

[Brief description – a few words – of the company if it is not easily recognized]

*Designation*  *Mar 2018 – Feb 2021*

* **Coordinating, conducting and developing curricula for workshops and training programmes** for a

Dept. of Science and Technology (DST), Govt. of India funded project on “Adapting to and Mitigating

Ecological and Socio-Economic Impacts of Climate Change”

* Planned and managed logistics which included liaison with resource persons, selecting and contacting participants,
programme materials, external vendors, budgeting and operations during the programmes for **13 workshops (1-5 days) averaging 30 participants and 4 training programmes (15 days) averaging 25 participants** till January 2021
* Received 100% positive feedback from participants and developed partnerships with 3 central universities (IIT Guwahati, Rajiv Gandhi University, University of Kashmir)
* Developed relationships with 12 leading non-profit organizations and government agencies including WWF, NCF India, ICIMOD and State Forest Departments, among others through 10 regional policy consultations

**Name of Company/Organisation**  **City, State, Country**

*Designation Jun 2017 – Nov 2017*

* **Details (begin with an action word – completed/advised/developed/created/led, etc. – with relevant tense)** of other professional experience (main role) [avoid full stops for bullet points]
* **Details** of other professional experience (secondary role)
* **Details** of other professional experience (results/outcomes – **quantify results as much as possible**)

**Name of Company/Organisation**  **City, State, Country**

*Designation* *Jan 2017 – Apr 2017*

* **Details** of other professional experience (main role)
* **Details** of other professional experience (secondary role)
* **Details** of other professional experience (results/outcomes – **quantify results as much as possible**)

SKILLS **[List skills that matter such as software, technical skills, skills that you have gain through professional experiences]**

* **Software:** QGIS (3.x +), ArcGIS (10.3.x +), R, ERDAS IMAGINE, ENVI 5.3, HemiView, Adobe Indesign, MS Office
* **Teaching:** Subject and audience (level of students), total duration [example]
* **Research:** In what capacity, total duration [example]

AWARDS and GRANTS **[optional]**

* Title (2020), Source, £x,000 Feb 2020
* Title (2016), Source, $y,000 Apr 2016
* Title (2016), Source, $z,000 Apr 2016

PUBLICATIONS **[if applicable – or academic presentations]**

* Full Citation 1
* Full Citation 2

PROFESSIONAL MEMBERSHIPS **[if applicable]**

* Name of Association [Year]
* Add as relevant

VOLUNTEERING EXPERIENCE **[if applicable]**

**Name of Organisation**  **City, State, Country**

*Volunteer Jun 2017 – Nov 2017*

* **Details (begin with an action word – completed/advised/developed/created/led, etc.)** of other professional experience (main role)
* **Details** of other professional experience (secondary role)
* **Details** of other professional experience (results/outcomes – quantify results as much as possible)

LEADERSHIP AND ACTIVITIES **[if applicable]**

* List extra and supra curricular activities (such as roles in student chapters, student organisations or others [Year]
and associated events and/or activities)

LANGUAGES AND INTERESTS

* **Languages:** Hindi (native), Gujarati (native), French (basic), Spanish (basic)
* **Interests:** Wildlife and Landscape Photography, Birding, Hiking, Tennis, Badminton, Swimming [Activities you enjoy in your spare time. I would not recommend writing media consumption such as watching films, or TV shows.]

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REMOVE ALL PORTIONS HIGHLIGHTED IN GREEN AND THAT ARE NOT APPLICABLE!
LOOK THROUGH LINKEDIN FOR SUGGESTIONS ON STRUCTURING YOUR ROLES AND RESPONSIBILITES.
PROOFREAD OR GET YOUR CV PROOFREAD BY SOMEONE. OR USE [**GRAMMARLY**](https://grammarly.go2cloud.org/aff_c?offer_id=209&aff_id=66640)
PLAY WITH FONTS AND USE THE ONE THAT SUITS YOUR STYLE, BUT STICK TO COMMONLY USED FONTS.
ADJUST SPACING, INDENTS AND THE ALIGNMENT IF NEEDED.
THIS WAS CREATED IN MS WORD AND ITEMS MAY GET DISTURBED WHEN VIEWED IN A DIFFERENT SOFTWARE OR VERSION.

RUN YOUR CV BY A FREE ATS SCANNER (FOR EXAMPLE[: https://cultivatedculture.com/resume-scanner/](%3A%20https%3A/cultivatedculture.com/resume-scanner/)).