



# Zuba Adham-Bos

My personal skills and academic background make me suitable for a broad work field, as I combine creativity with management. I am a quick learner, have attention for detail, am good at keeping an overview and my organisational abilities are good qualities to possess in dynamic work fields.

+852 6998 5675   z.adhambos@gmail.com   linkedin.com/in/zubaadham

## Experience

### Dec '19 - now Magazine Editor

*Dutch Chamber of Commerce, Hong Kong*

Editor of bi-monthly DutchCham Magazine.

Interviewing, writing out interviews, proofreading all articles and giving feedback on layout.

### Nov '19 - now Owner and Blogger

*ClearGrowShine.com*

Blog about organising, productivity and self-care. Writing (SEO) content, email marketing, designing pages, creating digital products, creating social media and Pinterest images, doing digital marketing, and more.

### Nov '18 - Dec '20 Wealth Management Adviser

*St. James's Place, Hong Kong*

Prospecting, giving holistic financial advice, client management, administration, business submission.

### Jan '18 - Oct '18 Financial Planner

*AIA, Hong Kong*

Prospecting, mainly giving insurance advice, handling business submission.

### Sep '16-Jan '17 Graduate Internship

*Brink Management/Advies, the Netherlands*

Working on my master's thesis 'Bridging the gap between sustainable urban policies and sustainable urban development projects: A recommendation for public planners'.

### Aug '16-Jan '17 Student Assistant

*Delft University of Technology, the Netherlands*

Developing and organising the course, communication with students, organising consults and final event, layout design of the coursebook, administration. Also in '15-'16.

## Education

### Feb '15-Feb '17 Masters Degree Real Estate & Housing

*Delft University of Technology, Faculty of Architecture and the Built Environment - The Netherlands*

Construction project management, history & basics of management, strategy development, linking corporate strategies and real estate needs, improved academic writing skills, extra course on PowerPoint and presenting. Project presentation to Municipality of Amsterdam, Master thesis report lay-out and PowerPoint presentation and more individual and group presentations (PowerPoint and posters)

Master thesis: 'Bridging the gap between sustainable urban policies and sustainable urban development projects: A recommendation for public planners'

### Sep '11-July '14 Bachelors Degree Architecture

*Delft University of Technology, Faculty of Architecture and the Built Environment - The Netherlands*

Architectural Design Projects, Building Technology, Basics of Architecture and Urbanism, Art History, Research methods, and Construction Management. Individual and group presentations (PowerPoint and posters) with a focus on visual presentations accompanied by visually pleasing and clear reports. Designed logos and a book.

Minor Retail Design: Visual Merchandising, Branding, Instore Communication, Lighting. Logo design and branding for own store project.

Extra Minor Entrepreneurship (Erasmus University Rotterdam): Small Business Management, Writing and Presenting Business Plans (won best PowerPoint presentation award during final pitches)

## Languages

Dutch - Native  
Kurdish - Native  
English - Fluent  
German - Intermediate

## PC Skills

**Microsoft Office**  
*Word, Excel, Powerpoint*

**Adobe**  
*Photoshop, Indesign, XD*

## Interests

 reading    travelling    music

 movies & series    friends & family    working out

## Volunteering

**Board Member**  
*Dutch Association in HK*  
Organising events, designing flyers, editor, and helping where needed.