

JOHN DOE

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Targeting Entry-Level Roles in: FINANCE | ACCOUNTING | CONSULTING

Ambitious and adaptable Bachelor of Commerce in Finance and Accounting with 4+ years of practical experience in public sector accounting, financial services, tutoring and retail. Blends confident communication style with a demonstrated ease in gaining trust across diverse audiences, from department heads to students he is tutoring. In tune with the diverse needs of the University Name student community, volunteering as a student ambassador and associate of University Association Name. A pragmatic thinker who embodies strong analytical and troubleshooting skills. Plans to enroll in the CMA Accelerated Program in January or September 2013.

- CORE STRENGTHS & KNOWLEDGE -

- Finance
- Accounting
- Negotiation
- Adaptability
- Market Analysis
- Strategic Planning
- Communication
- Microsoft Office Suite
- Client Relations
- Team Leadership
- Mentorship
- Hard-Worker

- EDUCATION -

Bachelor of Commerce in Finance and Accounting
University Name | City, Province

September 2008 – April 2012

- Dean's List: 2011 – 2012 – GPA: 3.92 | 2010-2011 - GPA: 3.73
- Received Queen Elizabeth Aiming for the Top Scholarship in 2008
- Selected Courses: Financial Intermediation | Portfolio Management | Investment Management | Corporate Financial Analysis | Fixed Income Securities | Investment Analysis | Entrepreneurial Finance | Ethics in Finance | Calculus for Business | Intermediate Financial Accounting | Strategic Management

- PROFESSIONAL EXPERIENCE -

Purchasing Agent

May 2012 – September 2012

Company Name | City, Province

- Used shrewd negotiation skills when dealing with vendors to consistently save on product costs
- Analyzed supplier performance to implement a system to increase supplier on-time shipping rates to over 98.5%
- Consistently made critical decisions on purchase orders up to \$25,000
- Routinely saved shipping costs of 13% by using MRP software to generate accurate reports determining the cost, quality and location of inventory maximizing production efficiency

Financial Records Management Administrator

June 2011 – September 2011

Company Name | City, Province

- Independently developed a Planning, Execution and Reporting documentation checklist in order to ensure that all employees file proper audit reports on future projects
- Reconciled financial statements totaling \$150,000 as part as a special investigative team
- Worked closely alongside department heads to complete a risk assessment of a potential Greenhouse Gas Emission Reduction Program for the Ministry of the Environment
- Completed the following E-courses: Bill 168: An Overview | Diversity - Differences Matter – Diversity Foundations | May I Help You: Welcoming Customers with Disabilities | Workplace Violence Prevention

- VOLUNTEER EXPERIENCE -

Student Ambassador

August 2011 – April 2012

University Name | City, Province

- Offered support and mentorship to new students by organizing weekly campus tours for hundreds of prospective students as well as acting as the representative of Finance and Accounting Majors at the Province University Fair
- Worked at Client Services several times weekly to address procedural concerns to prospective students
- Regularly posted informative journal entries to www.university.com, an in-depth blog focusing on campus life, student groups and campus events