

# AUSTIN KADUK

Edmonton, Alberta  
kaduk@ualberta.ca

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## EDUCATION

### Bachelor of Commerce

Expected Dec 2025

University of Alberta, Alberta School of Business, Edmonton, AB

Major in Finance, minor in Economics

- Professional written and verbal communication skills
- Proficient use of Microsoft Office Programs and Google programs
- Internet and email proficiency
- Satisfactory understanding of economics and business law
- Proficient understanding of Business Statistics/Business Calculus, and Regression analysis in Excel and R
- Knowledge of Quantitative trading techniques and implementation in R
- Ability to perform Data wrangling, web scraping, visualization, Tidy ML Workflow, Natural Language Processing, and Dimensionality reduction in R
- Ability to implement and perform statistical models and forecasting techniques in Excel and R
- Satisfactory understanding of Microsoft Project, Power BI, Excel, VBA Code, Tableau, and R

### Millwright Pre-Apprenticeship Program Certificate

Nov 2020

Local 1460 Union, Edmonton, AB

Trade Winds to Success

- H2S Alive
- CSTS 2020
- WHMIS 2015
- Fall Arrest/Protection
- Confined Space Entry and Monitor
- Elevated Work Platform
- Overhead Crane
- Forklift Operator Safety Training

### Bent Arrow Traditional Healing Society

Jan 2020

- Vice President of the student body council
- Narcan administration certification
- Defensive driving certification
- Graduated Working Warriors Program
- Class 5 GDL license
- First Aid/AED Certification

### Alberta High School Diploma

Jun 2018

Archbishop O'Leary, Edmonton, AB

AP Honors Program

- Member Braided Journeys Leadership Club
  - Mechanics 10
  - Career And Life Management
  - Introduction to the Service Industry - XBUS 2002
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## EMPLOYMENT

### Finance Assistant - Co-op Internship

May 2024 - Dec 2024

Indigenous Services Canada - Edmonton, AB

- Streamlined internal reporting through the use of Microsoft VBA Code
- Created reporting tools using historical datasets and internal reports via Microsoft Excel
- Automated internal statistic models for weekly reports via Microsoft Excel
- Audited and assured client revenues were expended where applicable via financial statements analysis
- Developed SOP's and collaborated with internal departments to ensure accuracy and transparency in reporting tools
- Controlled a full workload and performed better than expected deadlines

**Economics & Statistics Tutor**

Sep 2022 - Dec 2023

First Peoples House - Edmonton, AB

- Delivered one-on-one and group tutoring sessions, tailoring instruction to meet diverse learning styles and cultural contexts
- Simplified complex concepts such as regression analysis, econometrics, and market dynamics to enhance understanding and academic success
- Constructed culturally relevant learning materials incorporating Indigenous perspectives into economic and statistical principles
- Provided mentorship and academic support to empower Indigenous students in achieving educational goals
- Monitored students' progress and provided actionable feedback to improve performance and confidence in quantitative analysis

**CM Business Analyst - Summer Co-op Internship**

May 2022 - Sep 2022

City of Edmonton - Corporate Procurement and Supply Service - Edmonton, AB

- Collaborated with client departments and team members to participate in procurement and/or contract management meetings on strategies to ensure timely delivery of goods, services, or equipment
- Reviewed, reconciled, and expedited discrepancies related to contract management activities
- Engaged in discussions and took meeting minutes in meetings and projects
- Created reports, spend analysis's, databases, and standard operating procedures (SOP's) via Google Sheets and Microsoft Excel using strict protocol and procedures
- Developed and maintained datasets using Google Workspace applications and SAP Ariba/ECC
- Demonstrated ability to apply strategic and critical thinking to business analysis and decision making
- Applied research, statistical methods, and techniques to improve workplace processing and automation of data analysis

**Bridge Housing Support Worker**

Nov 2020 - May 2022

Boyle Street Community Services - Edmonton, AB

- Collaborated in close liaison within the high-risk community (Houseless, At-risk Youth (18-24), Elderly(60+), Ex-Cons.)
- Managed and assisted with helping 30+ clients get permanent housing and income support through local support systems
- Communicated, Tracked and reported daily tasks and valuable information for other staff via notes/radio
- Responded to emergencies professionally and safely de-escalate these situations, e.g. (overdose, fights, seizure, crisis diversion, and 911 responses)
- Handled and gave out 10 different harm reduction supplies, e.g. (Needles, pipes)
- Created over 20 posters to facilitate community engagement as well as to inform clients of events
- Inspected, cleaned, and reported maintenance in 100 suites monthly to comply with health and safety standards
- Managed three Bridge Housing sites through Boyle Street, e.g. (Coliseum INN, Economy INN, Crash Hotel)
- Maintained professional and suitable boundaries with 100+ high-risk clients to avoid conflict of interest and bias
- Sanitized the workplace up to strict COVID-19 Protocols daily through a routine schedule
- Facilitated communication and compliance with 3 social service agencies and 20 programs to better clients success

**Mover/Swamper**

Jul 2018 - Jul 2019

Highlands moving - Edmonton, AB

- Partnered with the team to handle large, heavy objects in a proper manner (125+ pounds)
- Delivered a higher level of customer service in what can be a stressful experience for up to 16 hours
- Executed high-level work in residential, office, and 5 government sites across Alberta
- Developed exemplary knowledge of operating moving tools such as four-wheeler and two-wheel dollies, and 4 types of straps

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**INTERESTS**

- Swimming, working out, reading
- Investing in the stock market and cryptocurrency
- Writing poetry and painting

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**REFERENCES AVAILABLE UPON REQUEST**

Phone numbers, emails, and descriptions will be provided