

KOSWATHTHA P S GUNAWARDANA

Winnipeg , MB, CA

PROFESSIONAL SUMMARY

Fourth-year Economics and Finance undergraduate and former Co-op student with strong analytical, financial, economic, and organizational skills. Experienced in data analysis, budgeting, project coordination, and administrative support through academic projects, university leadership roles, and retail roles. Proficient in R Studio, Microsoft Excel, and Office applications. Dedicated to optimizing public-sector operations through data-driven financial analysis and collaborative problem-solving.

EDUCATION

Bachelor of Arts in Economics and Finance (4 years)

January 2023 - December 2026

University of Winnipeg, Winnipeg, MB

- **CFA Ethics Challenge (2026 January 31st)** : Selected team member analyzing and presenting a complex ethical case based on the CFA Institute Code of Ethics and Standards of Professional Conduct.
- **Co-operative Education Program:** 2023-2024 term
- **Strategic Research Report (Coca-Cola Co.)**: Conducted a multi-dimensional valuation and company analysis. Analyzed supplier-customer dynamics, industry positioning, comprehensive valuation and risk analysis, capital structure, and market performance, incorporating corporate finance models.
- **Technical Applications**: Utilized R Studio for econometric modeling and data analysis.

WORK EXPERIENCE

Certified Sales Associate

November 2023 – Present

7-Eleven, Winnipeg, MB

- Deliver consistent, high-quality customer service while accurately processing cash and electronic transactions in a fast-paced environment.
- Manage daily cash audits and reconcile discrepancies, ensuring 100% compliance with corporate financial reporting standards.
- Resolve customer inquiries and operational challenges professionally to maintain service standards.
- Administered inventory control and stocking procedures to ensure operational efficiency.
- Collaborate with team members to consistently achieve store performance and sales targets.

Project Coordinator

January 2024 - April 2024

University of Winnipeg Cricket Club, Winnipeg, MB

- Authored a comprehensive project charter, defining objectives, timelines, deliverables, and resource allocation.
- Facilitated collaboration between multiple university departments to secure approvals, facilities, and logistical support.
- Managed, planned, and executed a sporting event, overseeing stakeholder coordination and risk mitigation strategies
- Monitored project milestones and deadlines to ensure all deliverables were met within constraints.

Administrative Secretary

January 2020 – August 2021

General Knowledge Club, Lyceum International School, Colombo, Sri Lanka

- Administered club calendars, membership rosters, and confidential administrative records to ensure operational continuity.
- Managed bookkeeping and financial tracking for club initiatives, ensuring all expenditures complied with internal policies and budgets.
- Authored and presented formal project proposals, meeting agendas, and status updates to stakeholders and executive members.
- Coordinated complex logistics for large-scale meetings and events, including room procurement, resource scheduling, and vendor communication.

CERTIFICATIONS

Certificate in Ethical Decision-Making

Issued January 2026

CFA Institute Ethics Learning Lab

Basic Life Support (BLS) & First Aid Certification

Issued August 2022

Lanka Hospitals, Sri Lanka

TECHNICAL SKILLS

Software: R Studio(Linear Regression,ggplot2), Microsoft Excel (VLOOKUP, Pivot Tables), Word, PowerPoint

Finance: Financial Analysis, Budgeting, Managerial Accounting

Operations: Project Planning, Record Management, Reporting & Documentation

Compliance: Professional Ethics (CFA Ethics), Time Management, Team Collaboration