

Tera Wittig

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EDUCATION

Ivey Business School, Western University, London, ON, Canada

Bachelor of Honours in Business Administration (HBA) and Ivey Sustainability Certificate 2025

- Completed first two years in *Business Management at Huron University College*
- Dean's Honour List, Canadian Entrance Scholarship, BC Achievement Scholarship, Chancellor's Scholarship 2021
- Exchange semester at the Otago Business School, Dunedin, New Zealand 2025

WORK EXPERIENCE

BMO, Toronto, BC, Canada

May 2024 – August 2024

Wealth Operations Analyst

- Corrected errors regarding incorrect and missing information inside the bank's back-office system, solving mistakes which had been overlooked since 2010
- Problem solved by identifying complex errors on bank application forms and re-doc tickets, analyzing the situation to provide clients with accurate next steps while consistently ensuring confidentiality and delivering superior service
- Analyzed and terminated bank accounts which met the necessary requirements with 100% accuracy and took the following appropriate measures so all involved parties had the proper information

GWL Realty Advisors, Vancouver, BC, Canada

July 2023 – August 2023

Property Administrator

- Communicated clearly with CEOs confidentially to renew their office insurance, resulting in 90% compliance among the tenants
- Managed the loading dock and freight elevator for the Vancouver City Complex with MRI Angus by creating a shared Excel sheet to increase efficiency by 20%
- Spearheaded the implementation of weekly Corporate Yoga sessions for office tenants by coordinating with external and internal parties, which resulted in a program that remains ongoing with 45+ participants

Grouse Mountain, Vancouver, BC, Canada

June 2022 – September 2022

Adventure Camps Leader

- Supervised and mentored children through an immersive outdoor experience while integrating lessons on Indigenous Cultures, wilderness survival, and sustainability to enrich their experience and knowledge
- Communicated to various parties to resolve complicated conflicts between campers while simultaneously ensuring the rest of the group was having a fun camp experience
- Encouraged campers to step outside of their comfort zones in a supportive manner, resulting in increased confidence and personal growth for each participant

VOLUNTEER POSITIONS

Ivey Business School, VP Country Ambassador for the SICC

January 2024 – March 2024

- Collaborated on an executive team to organize events for international students at the annual Scotiabank International Case Competition hosted by Ivey, and led a team of student representatives I recruited to ensure competitors felt welcomed and had an exceptional experience in Canada

Huron Green Club, VP of Events

September 2022 – May 2023

- Spearheaded and coordinated sustainability events, including campus cleanups and information sessions, collaborating with an executive team to stay within budget while inspiring my peers toward sustainable living, resulting in a 50% growth in club membership

Technical Skills: Microsoft 365, RIS, Pathways, Customer Connect, Google Analytics, Photoshop, MRI Angus,

Certifications: SafeTalk Suicide Prevention, Serving it Right, National Lifeguarding, First Aid, Avalanche Safety

Interests: Camping, Hiking, Field Hockey, Figure Skating, Surfing, Skiing, Digital Design