**Marilyn Baraniecki**

**122 Haight Cres.**

**Saskatoon, SK. S7H 4V9**

**306-370-4654 (W*)***

April 25 - 2019

Innovation Credit Union

Saskatoon, SK

**Re: InnContact Centre Representative**

Job Order **#5682170**

I am forwarding you my resume in response to the **InnContact Centre Representative** position that you have available. Although I have attached my resume, I would like to take this opportunity to introduce myself by way of this letter.

My years of experience in the Financial world have enabled me to prove myself as a reliable, hard working individual who is eager to undertake new challenges. I am highly motivated, with an outgoing personality, and enjoy very much, dealing with the public. Being flexible, organized, detail oriented and having excellent people skills have allowed me to be able to work independently or as part of a team.

My resume will reveal my Financial/Sales/Administrative experience, my organizational and telecommunication skills, all of which I feel will be very valuable in a position of this nature.

I have successfully completed in previous years my CSC and CPH and the RR course. I also have taken Income Tax and Accounting course’s

In late 2017 I stepped out of the Financial world due to needing and wanting to look after my elderly Father. I worked part-time at a Senior company while attending to him. I now am in the position to be able to work fulltime and am looking to re-enter into the Financial world. I would really appreciate the opportunity of meeting with you in person to discuss my resume and the **InnContact Centre Representative** position that you have available.

Sincerely,

Marilyn Baraniecki

**Resume**

**Of**

**Marilyn Baraniecki**

**Education:**

Financial Courses: 2015 – Registered Representative Course - (RR)

2000 – Canadian Securities Course – (CSC)

2000 – Conduct & Handbook Practices – (CPH)

Taxation Course: Income Tax Prep.

H & R Block

Office Business Courses: Accounting for a Small Business

Word Processing & Data Entry Course

**Working Experience: Page 1**

**Staying at Home – October/ 2017 - Present**

Saskatoon, SK.

This small company help’s Senior’s to be able to stay in their own homes.

My main clients are elderly and the hours that I work are based on the clients

needs, so therefore they can vary weekly. I have worked here part time while looking

after my elderly father. I am now in the position to be able to work Full time again.

**Manulife Securities – March/2015 – October/2017**

Saskatoon, SK.

As a Financial Advisor I continued with the previous duties, re quarterly reviews with

the Client’s, I made phone calls re new Business, attended Seminars and completed

all paperwork. In October 2017 due to my Father’s declining Health I decided to

move out of the Financial Industry to have more time to spend with him. Shortly

after I started a part-time business, which helped Senior’s to stay in their own homes.

**BMO Nesbitt Burns – March/2004 – March/2015**

Saskatoon, SK.

I started at BMO Nesbitt Burns, as a Financial Sales Assistant working in a Group

setting. I continued for the next 11 years at BMO working with Clients, holding

Quarterly Reviews and doing Administration stuff that needed to be done quickly.

I also worked the lead list, bringing in new prospects and continued setting up

new leads. After some changes within the Group, I made the move to Manulife

Securities and had the opportunity to become a Financial Advisor.

**Working Experience: Page 2**

**Edward Jones Investments – September/2000 - March/2004**

Saskatoon, SK.

My Position at Edward Jones consisted of Branch Office Manager/Sales Assistant. I handled all daily office administration, morning mail, monthly marketing, appointment setting with Prospects and arranging seminars. I was offered a position with BMO Nesbitt Burns that had room for growth, which I accepted.

**Scotia McLeod -- March/1996 – July/2000**

White Rock, BC

My Position at Scotia McLeod consisted of working for the Branch Manager and being back up for the Branch Administrator. Later due to some staffing changes I started working with 2 seasoned Financial Advisors, handling all daily Administrative duties. I also at that time continued as the backup for the Branch Administrator. I left this position when my family made the decision to move back to Saskatoon.

**Reference’s:**

**Leanne Swidzinski** - Certified Care Aid - #306-280-0924

**Trevor Armstrong** - Investment Advisor - #306-934-0010