

Elijah Lyric Matthew

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Education:

June 2025

Bachelor of Commerce

University of Alberta, School of Business, Edmonton, AB

- Major: Finance
- Minor: Business Law

Expected 2025

Canadian Securities Course (CSC)

Canadian Securities Institute, Edmonton, AB

June 2020

Advanced High School Diploma

Louis St. Laurent High School, Edmonton, AB

- Graduated with Honours

Work Experience:

Apr 2021 - Present

Golf Course Maintenance Worker

Melcor Developments, Lewis Estates, Edmonton, AB

- Maintained and manicured golf course grounds, including mowing, trimming and fertilizing grass, planting and maintaining trees, etc.
- Operated and maintained a variety of heavy machinery equipment, including mowers, tractors, aerators, bobcats, and irrigation systems
- Identified and solved maintenance issues including irrigation problems, drainage issues, and equipment malfunctions

Jul 2023 - Present

Seminar Assistant

University of Alberta, Faculty of Education, Edmonton, AB

- Liaised with students, instructors, and the Program Manager to organize and lead international students on cultural excursions and activities
- Advised Japanese business students from Rikkyo University during classroom activities including the creation of detailed business plans
- Organized over-night excursions to Banff for up to 100 participants and created comprehensive information packages and itineraries

May 2025 Fixed Term

Elections Canada – Federal Election 2025

Service Agent (SA), Edmonton, AB

- Assisted electors with registration, identification verification, and ballot issuance while ensuring compliance with federal electoral procedures.
- Provided clear guidance to voters, resolving inquiries and concerns in a professional and impartial manner.
- Collaborated with election officers and site staff to ensure smooth operations in a fast-paced, high-volume environment.

May 2017 - Dec 2020

Assistant Power Skating Instructor

Pure Sk8, Edmonton, AB

- Advised hockey players to develop their individual skating mechanics
- Trained hockey club athletes aged 9-16 years on muscle stimulation, body balancing, and skating technique exercises
- Monitored individual progress and provided tailored feedback to enhance athletic performance

Volunteer Experience:

Aug 2025 - Present

Edmonton Female Hockey Association (EFHA)

Vice President of Finance

- Oversee financial planning, budgeting, and reporting to support sustainable operations for a large community sports association.

Jul 2023 - Present

English Language School

English Language School Volunteer

- Assisted students in improving English skills through conversation practice, guest presentations, and fostering community connections

Skills:

- Inter-cultural Communication: Skilled at building relationships and fostering collaboration among individuals from diverse cultural and linguistic backgrounds
- Problem-Solving: Experienced in resolving customer and participant concerns, from addressing on-course issues for golfers to helping students overcome language barriers and cultural differences
- Leadership: Skilled at asserting authority both on and off the ice, from leading groups of international students on various activities to ensuring a safe and respectful playing environment as a hockey referee
- Financial Analysis: Skilled in using financial technologies such as, Excel, Refinitiv, and Power BI, with a foundational understanding of Python.

Interests and Accomplishments:

- Captained high-level AAA hockey teams, showcasing leadership, teamwork, and goal-oriented discipline
- Enthusiast of financial markets and emerging technologies, including fintech and sustainable investments
- Recipient of Southside Athletic Club Alumni Scholarship
- Recipient of the Rutherford scholarship for grades 10-12
- Engaged in volunteer work, demonstrating a commitment to community impact and professional ethics
- Certifications: Currently enrolled in the Canadian Securities Course with plans to obtain a CFP certification to enhance financial expertise

Summary:

- Bachelor of Commerce graduate with a major in Finance and a minor in Business Law from the University of Alberta
- Experienced in financial analysis, team collaboration, and data-driven decision-making
- Proficient in financial tools such as Refinitiv, Microsoft Excel, and Power BI, with a foundational understanding of Python
- Adept at managing multiple team priorities in fast-paced environments, with strong organizational and time-management abilities
- Pursuing CSC and CFP, CIM certifications to further enhance financial expertise and career development