

EMMA CAO

2B Honours Math/Financial Analysis and Risk Management (2014 – Present)

University of Waterloo

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SUMMARY OF QUALIFICATIONS

- Experienced in Python, HTML, Photoshop, Microsoft Word • Excel • Power Point • Outlook • Access
 - Familiar with accounting principles (IFRS, GAAP), and financial reporting software
 - Strong analytical and problem solving skills with attention to detail
 - Excellent verbal and written communication skills
 - Enthusiastic, dependable, flexible, and responsible
 - Results driven and easily grasps new concepts
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WORK AND VOLUNTEER EXPERIENCE

MS EXCEL PIVOT TABLES SEMINAR – January 2016

- Creating, formatting, and updating pivot tables and excel tables from a large pool of transactional data in tabular formats
- Working with data and grouping to create an interactive dashboard with slicers and pivot charts

BUSINESS VENTURE PROJECT • BU111 • January – April 2015

Committed to a 4 month time sensitive venture project with teammates.

- Identified an opportunity in an industry and created a detailed business report with compelling and appealing research and explanation as validating support
- Exercised communication skills by giving a convincing presentation of the venture to classmates

ICCHANGE BUSINESS CLUB, Vice President of Administration • October 2013 – June 2014

A business club run by the Enactus Carleton Organization of Carleton University, with the goal of giving back to the community through projects from an entrepreneurial standpoint.

- Solidified the administrative sector of the team, updated over 50 members with weekly emails, occasionally leading meetings, and strengthening communication with other executives
- Took on strategic planning of a major fundraising event to raise over \$1000

PIANO TUTOR • July 2011 – August 2014

Instructed students of all ages technical piano practice and music theory.

- Communicated with children and adults in English and Mandarin Chinese about areas of improvement and progress.
 - Developed a unique teaching plan to fit each students' learning styles
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HOBBIES AND INTERESTS

- Attends workshops held by University of Waterloo business clubs to seek enrichment in Bloomberg terminals, VBA, Excel, and corporate finance topics
- Enjoys playing piano, pilates, and rock climbing