

Assignment 1 Appendix: LLM Draft and Commentary

Appendix: LLM-Generated Draft and Outline

Prompt used in the LLM (e.g., ChatGPT/Spread.chat): “Create an outline and sample text for a one-page MBA student portfolio focusing on a finance background with 8+ years of AP/AR experience.”

LLM Output (Draft Outline and Text)

Prompt: “Create an outline and sample text for a one-page MBA student portfolio focusing on a finance background with 8+ years of AP/AR experience.”

Draft Outline

1. **Header:** Name, Title (MBA Candidate / Financial Process Expert), Contact Info.
2. **Summary/Vision:** A concise statement about leveraging financial experience with strategic MBA insights.
3. **Core Experience:** Accounts Payable/Receivable Management (8+ Years).
4. **Skills Matrix:** Separate list for Technical Skills (ERP, Excel) and Professional Skills (Communication, Leadership).
5. **Education:** MBA (UCW) and relevant finance/management coursework.
6. **Key Projects:** Two to three quantifiable projects demonstrating analysis or leadership.

Sample Draft Text

Header Jean Villamor | MBA Candidate Finance Operations Expert | Vancouver, BC

Summary/Vision I am a dedicated MBA candidate and financial professional with over eight years of experience specializing in Accounts Payable and Receivable. My focus is on

turning operational financial data into strategic assets, driving process efficiency, and ensuring compliance. I am committed to leveraging my foundational accounting knowledge with modern data tools to achieve disciplined execution and financial clarity.

Core Experience: Financial Operations (8+ Years) My career foundation is in hands-on finance operations, where I managed the full AP/AR lifecycle, including high-volume invoice processing, vendor relations, and precise bank reconciliation. I excel at identifying bottlenecks in ERP workflows and improving month-end closing support. I am known for maintaining calm and accuracy under pressure.

Key Projects * **Financial Process Automation:** Led a small team to audit and streamline the expense reconciliation workflow, resulting in a **15% reduction** in month-end variance reporting time. * **Data Analysis:** Utilized Advanced Excel and basic SQL queries to analyze vendor payment terms, identifying opportunities to optimize cash flow management.

Technical Skills * **Financial Systems:** SAP, Oracle, QuickBooks (Familiar) * **Analysis:** Advanced Excel (Pivot Tables, Macros), Basic SQL * **Reporting:** PowerPoint, Data Visualization basics

Commentary on Personalization

The LLM draft provided a useful **structural framework** (Header, Summary, Experience, Projects, Skills). The key revisions were focused on authenticity, accuracy, and factual specificity:

1. **Authenticity:** The **About Me** section was heavily re-written to capture the “practical, process-driven, and people-first” philosophy and the personal “calm under pressure” strength, rather than using generic MBA mission statements.
2. **Accuracy (Experience):** Generic ERP names (e.g., SAP/Oracle) were replaced or augmented with the correct tools (**QuickBooks/Sage/Dynamics 365**) and the specific functional knowledge (**3-way match, bank recs**) relevant to Jean’s background.
3. **Factual Detail (Projects):** Placeholder projects were replaced entirely with **four specific academic projects** (Canada Post, Netflix, Urban Leather, IKEA LLM Evaluation) to demonstrate analytical, strategic, and technical application.
4. **Tone and Style:** The language was refined to be direct and clear, aligning with a disciplined **Accounting/Finance Analyst** target role.