**NAME**

Phone • Email • LinkedIn

**WORK EXPERIENCE**

**Company name City, Country**

*Position, Team Start – end*

* XX

**Company name City, Country**

*Position, Team Start – end*

* XX

**EDUCATION**

**University name City, Country**

*Degree Start – end*

* Major: XX
* GPA: XX

**University name City, Country**

*Degree Start – end*

* Major: XX
* GPA: XX

**SKILLS & INTERESTS**

* **Languages:** XX
* **Certifications:** XX
* **IT:** XX
* **Interests:** XX
* achievement: achieved, accomplished, attained, surpassed, exceeded, outperformed, delivered, completed, realised
* leadership: led, managed, directed, guyed, mentored, supervised, spearheaded, organised, chaired
* communication: presented, conveyed, negotiated, facilitated,
* problem solving: resolved, analysed, solved, innovated, improved, optimised, diagnosed, enhanced
* team work: collaborated, cooperated, partnered, supported, contributed, coordinated
* efficiency: streamlined, automated, reduced, enhanced, accelerated, simplified, optimised, minimised, eliminated

**PROFESSIONAL SUMMARY**

Dedicated private equity expert with over 10 years of experience in investment banking with a passion for growing returns and generating success. Proud recipient of the Vancouver Division of Investment Banking Award for Best Customer Service in 2018. Assisted with the creation of a financial forecasting model that led to the creation of over $300 million in revenue for a Fortune 500 client in 2019.

Experienced financial professional with investment banking and private equity experience, most recently as a Vice President at a bulge bracket Wall Street firm, seeking to re-enter work force in Sioux Falls. Open to a wide variety of options including strategic advisory, mergers and acquisitions, investment advisory or anything else exciting and stimulating. Strong educational background and highly capable of achieving success with complex technical materials and practices

 **Transaction Rationale:** Why did the buyer/seller want to do the deal, or why did the company want to raise capital or restructure? You should have a *rough idea* of the client’s financial metrics, but you don’t need to memorize 5,172 numbers; just know the 3-4 key ones, such as revenue, EBITDA, revenue growth, and Enterprise Value.

 **Key Challenges / Negotiating Points:** What were the biggest stumbling blocks? Price? Treatment of an existing division or asset? Financing for the deal? Investor concerns over the company’s market or competitors?

 **Your Key Contributions:** How did you move the deal forward? Did you think of new buyers or sellers? Did you find an error in the company’s financials? Did you find information that addressed a concern from one of the top buyers? It doesn’t need to be something massive; incremental contributions are better than nothing at all.

* ***Italicize* each deal’s name**, with the deal type and approximate amount in dollars/euros/GBP/other currency in the beginning.
* **Use anonymous descriptions**, such as “$1 Billion Biotech Company,” unless the deal has been announced or closed.
* **Round the numbers!** Don’t list a purchase price of $542.3 million, especially if the deal is unannounced, ongoing, or more of a pitch – round it up to $550 million so you can answer mental math questions about it more easily.
* **Use lingo and buzzwords** – EBITDA, EV / EBITDA, Enterprise Value, DCF, LBO, IPO, Chapter 11, MOIC, IRR, etc. This one helps not only with humans but also with the automated programs that are increasingly scanning resumes for keywords.
* **Use 2-3 bullets for each deal**. Each bullet should have a different task or element of the project, followed by a semicolon, and then how your contributions there impacted the deal.
* Authored an internal marketing memorandum, assisted with the development of a roadshow presentation, and participated in the roadshow for a $77 million IPO for a consumer retail company
* Performed an equity valuation by analysing comparable public companies and building a pro forma financial model for a $500 million IPO pitch in the cloud-computing industry
* Advised Company X on $2.5 billion acquisition of Company Y (Closed December 2010)
* Constructed a financial model assessing the pro forma merger effects and potential returns on invested capital from a proposed acquisition
* Attended client meetings to help determine modelling assumptions and synergy potential
* Conducted detailed due diligence sessions for business, financial, and accounting areas of the target company
* Lead advisor to client for evaluating strategic alternatives in its division
* Interacted directly with client’s corporate development team and actuaries to determine modelling assumptions
* Conducted due diligence sessions detailing business, financial, and accounting considerations across the PBM industry
* Constructed model providing the company pro forma analysis for four potential acquirers with detailed sensitivity tables and charts
* Developed financial model providing pro forma merger analysis after immediate divestiture of a segment of target’s business
* Conducted due diligence on potential litigation liability and its implications on valuation
* Determined appropriate value of target’s pipeline product assets by analysing possible market opportunities, peak sales scenarios, possible clinical trial outcomes and pro forma revenue and operating synergies
* Lead advisor to Welsh, Carson, Anderson & Stowe evaluating timing of its IPO, size of secondary share offering and other strategic alternatives (including outright sale of the company)
* Developed bid strategy to best accommodate client’s message and needs
* Worked directly with client’s CFO and Treasurer to develop accretion/dilution model, determine value drivers in merger model, and display pro forma impact of acquisitions in board and investor presentations
* Prepared extensive due diligence materials and assisted with drafting of credit approval memos, rating agency presentations, roadshow presentation, fairness opinion, and prospectus supplement
* Prepared due diligence materials, client presentations, and comparison of sponsor and management model assumptions
* Developed recapitalization model and performed in-depth analysis of company’s operating model drivers
* Drafted rating agency presentation, Confidential Information Memorandum, and due diligence organization materials
* Created dynamic stand-alone operating model and company teaser for socialization process with potential buyers
* Performed benchmarking sales force analysis and precedent transactions analysis
* Created a dynamic LBO financial model with various financing scenario optionality and valuation methods
* Arranged lender’s presentations to market key investment highlights and coordinated bank meeting for investors
* Provided marketing and execution advisory services for financial sponsors and company management
* Lead analyst on the largest-ever oilfield services transaction, working directly with the Head of Business Development for the acquiring company
* Delivered fairness opinion to X: Performed discounted cash flows and comparable companies analyses
* Modelled “put” and “call” scenarios where X would sell or purchase the remainder of its joint venture with Partner Y
* Performed ability-to-pay, precedent transactions, future stock price and detailed synergies analyses
* Negotiated a collar purchase mechanism that eliminated downside price risk but allowed the seller to share in some potential upside
* Drafted the Confidential Information Memorandum and management presentation for prospective buyers
* Coordinated due diligence process with management, prepared materials with company CFO, and managed a virtual dataroom
* Designed a fully-integrated 3-statement model to analyse restructuring scenarios including delayed equitization constructs, amend & extend scenarios, various capital raise possibilities, divestitures of select business operations, and potential joint ventures
* Analysed dynamics of physical media replication and distribution industry and its effects on sell-side opportunities
* Drafted materials for Fairness Opinion including an extensive debt and equity valuation for presentation to X’s Board of Directors and bank’s internal Fairness Committee in advance of potential CBCA Plan of Arrangement
* Created operating model and detailed valuation model for 1) target’s print and digital business components and 2) buyout of minority stake and equity control option in target’s ownership of an online dealer
* Conducted due diligence to adapt model assumptions and validate performance outlook and transaction rationale for a potential acquirer
* Analysed and recommended two transformative strategic alternatives for a client including partial stake sale in its $25bn+ cable business and ~$4bn LBO of its auction business, both in potential conjunction with a proposed dividend recapitalization
* Modelled various capitalization structures based on lender negotiations to recommend optimal financing alternatives
* Positioned resiliency of radio and growth prospects of outdoor businesses in lender and rating agency presentations
* Articulated the company’s ability to navigate a capital structure with ~8.0x secured leverage, 11.5x total leverage, and $1.8bn of Adjusted EBITDA by crafting detailed client presentations and coordinating a nationwide, 7-day roadshow

For example, instead of just saying "experience in financial analysis," you can say "performed financial analysis on potential investments, resulting in a 20% increase in returns."