

# John Doe

Major city, Canada | Phone Number | Email@gmail.com

## EDUCATION

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### Top Canadian University

Honours Bachelor of Accounting and Finance

*Graduation in 2014*

- Dean's Honours List since 2010
- Coursework in Financial and Managerial Accounting, Corporate Finance, Economics, Business Strategy

### Leadership Role

Consulting Club

*Two terms*

- Responsible for planning and promoting management consulting related events within the university
- Worked with external management consulting firms to organize firm speaker sessions on case interview preparation

## WORK EXPERIENCE

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### Associate in Audit and Assurance

Big 4 firm

*Two internships*

- Performed key transactions testing for large multinational clients on various financial statement components to detect material misstatements that may affect stakeholder decision-making
- Acquired an understanding of business drivers behind financial services, banking and capital market institutions including mutual funds, hedge funds, commercial banks and private equity
- Developed strong analytical thinking, problem-solving, initiative and professional conduct from project work for a wide breadth of different teams and clients

### Summer Intern

Canadian Government

*One internship*

- Utilized Excel functions to compile and interpret a statistical model of serious incidents in Government Crown Ward agencies under a deadline-driven environment
- Cooperated with the Developmental Services unit on a prevention project for serious incidents within numerous Government Social Care agencies
- Reviewed and reported over 1,000 developmental services case files to managers and co-workers
- Refined organization, communication and teamwork abilities through experiences

## LEADERSHIP EXPERIENCES

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### Workshop Presenter

Department within university

*Three years*

- Led MBA style workshops that help undergraduate and graduate students develop leadership fundamentals such as globalization, effective communication and succession planning
- Fostered discussions on the strengths of different leadership styles, and the components of effective meetings
- Developed poise, presentation and organizational skills through facilitation

### President

Start-up company

*One year*

- Executed critical business decisions regarding various company functions in marketing, finance, production and human resources in a time-sensitive environment
- Led a team of 6 executives and 30 company members through a business life cycle and attained 133% growth in equity over 6 months
- Fostered a culture of learning, encouragement and self-development within the company through positive feedback, transparent communication and team-building exercises

## SKILLS AND INTERESTS

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**Technical Knowledge:** Advanced proficiency in Microsoft Office, VBA, Financial Accounting, IFRS, Canadian GAAP

**Personal Interests:** Travelling, Swimming, Management consulting, Financial markets, Emerging technologies

**Languages:** Fluency in Chinese, working proficiency in French and Spanish