

John Smith

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SKILLS

- Sell and buy side experience gained through positions at Canadian BB and Toronto based hedge fund
- Proficient in Bloomberg, Microsoft Office suite, VBA, Stata, SAS, Fidessa, and some HTML
- Excellent mathematical and analytical abilities as proven through academic and work-related achievements
- Completed the Canadian Securities Course and scored 730 (96th percentile) on the GMAT exam

EDUCATION

Target University, Fake Town, Fake Province, 2013-2014 (Expected)

Master of Science in Management Program, Specialization in Finance

- Coursework equivalent to the first year of the PhD in Finance program
- Recipient of the Jane Doe Graduate Fellowship, Fake Foundation MSc in Management Award, John Doe Graduate Award, and Target Uni's Graduate Award

Semi-Target University, Fake Town, Fake Province, 2009-2013

Honours Bachelor of Business Administration Program, Minor in Economics, Concentration in Finance, Co-op Option

- Overall GPA: 10.83/12 (90.25%)
- Graduated with distinction, recipient of the Top Undergraduate Scholarship and consistently on the Dean's Honour Roll

EMPLOYMENT HISTORY

Research Assistant, Target University

October 2013 to Present, Fake Town, Fake Province

- Assisting a finance faculty member on research involving the recent FX manipulation probe

Associate, Institutional Equities, Canadian BB Bank

August 2012 to December 2012, Toronto, Ontario

- Responsible for relaying indications of interest for block trades to institutional clients
- Entrusted in keeping traders informed of completed block orders
- Responsible for answering phone lines and relaying messages to traders
- Accountable for providing daily position reports

Associate, Equity Derivatives, Canadian BB Bank

December 2011 to May 2012, Toronto, Ontario

- Worked with Structured Notes group, gaining experience and knowledge in all areas of the business including: origination, structuring and sales
- Responsible for recording and reporting daily sales and fund redemptions
- Worked closely as a team when preparing notes for launch - ensuring timeliness and high-quality work to be seen by the end client
- Displayed acute attention to detail, particularly when working with sensitive legal documents
- Produced numerous Excel spreadsheets for many purposes including streamlining operations
- Sought opportunities to improve efficiency through VBA macros
- Used experience as an Investment Analyst to develop material for sales people to use in pitches to clients

Investment Analyst, Toronto L/S Hedge Fund

April 2011 to September 2011, Toronto, Ontario

- Conducted equity research and analysis on US and Canadian securities in a wide variety of sectors
 - Prepared comparison tables for numerous sectors
 - Prepared internal investment memorandums and recommendations
 - Completed and maintained weekly Value at Risk (VaR) and Stop-Loss reports
 - Entrusted to attend numerous institutional marketing events, displaying professionalism and taking informative notes
 - Prepared monthly newsletters and presentations which were distributed to a large contact database
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