

JOHN DOE, MBA

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EDUCATION

CFA Institute Charlottesville, VA
CFA Level 2 Candidate 1/2011–Present

- Passed Level 1 on first attempt, achieving an average score of over 70% in all topic areas

Targeted Canadian Business School Toronto, ON
Master of Business Administration, focus in Finance 9/2009–6/2011

- **Courses:** Derivatives, Advanced Corporate Finance, Financial Management

Major Canadian University Toronto, ON
Bachelor of Administrative Studies, Honours in Accounting 9/2005–10/2008

- **Honors:** Provost's Scholarship recipient; Graduated with distinction, Dean's List

WORK & LEADERSHIP EXPERIENCE

Lecturer, Non-for Profit Organization, Calgary, AB 05/2013–Present
Improve the business skills of clients, teaching them about Microsoft Office applications and business communications

- Approach students with a positive attitude and with the expectation that they will learn
- Develop teaching strategies for students, adapting to their skill level and monitoring their overall progress

Editor in Chief, Automotive website 10/2008–Present
Write, edit and approve website content; manage projects dealing with freelance writers and client-sponsored adverts; and extensively use excel to analyze industry sales figures and trends

- Developed and communicated an effective vision and mission to guide website's development
- Oversaw the publication of more than 4,000 quality articles, growing the number of monthly visitors to over 100,000
- Provide hands-on reviews of new vehicle releases, gaining the trust of North American buyers seeking advice on prospective purchases

Field Consultant, Targeted Canadian Business School, Toronto, ON 8/2010–4/2011
Conducted industry and business research and analysis to assess risks facing mid-size manufacturing client

- Selected to be accounting and finance lead, as well as lead writer and editor of three extensive client-related reports
- Using Bloomberg Terminal, developed detailed excel-based financial models to perform scenario analysis and to assess potential business risks and opportunities
- Used acquired industry and business knowledge to develop solutions addressing strategic issues
- Worked with other functional groups and with Board of Advisors to coordinate, generate and maintain research reports and presentations

SKILLS, ACTIVITIES & INTERESTS

Skills: Bloomberg Terminal, Industry Analysis, Financial Statement Analysis, Report Writing

Activities: Volunteer Tutor at Non-for Profit Organization

Interests: Blogging about the financial and automotive industries; Sports; Exercising