

John Smith

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EDUCATION

Western University

Bachelor of Commerce in Finance

Canada

Expected 2016

- **GPA:** 3.43 / 4.0
- **Relevant Coursework:** FIN 301 Corporate Finance, ACCTG 311 Financial Accounting, ECON 366 Energy Economics, BUEC 342 International Business

WORK & LEADERSHIP EXPERIENCE

Regional Commercial Bank

Corporate Accounting Assistant,

Canada

Jan 2014 – May 2014

- Conducted data analysis, monitoring, and reporting
- Selected [Client / Project / Transaction] Experience:
 - Creating training manual
 - Developed a macro manual designed to teach employees how to utilize macros to accomplish various accounting tasks; resulted in increased efficiency amongst existing and new employees
 - Assessed and configured data transactions for company reports
 - Reconciled customer and client payment allocations, deposits, and withdrawals; company utilized results for conducting routine audits
 - Customer Service
 - Maintained communication between internal and external clients; ensuring satisfied and helpful service

Government

Student Representative, Minister's Student Advisory Council

Canada

June 2011 – June 2013

- Acted as the student representative across city to the government
- Planned and prepared annual conferences for 200+ participants; acted as a master of ceremony for government Education seminars and workshops
- Conducted research forums to collect and analyze data for improvements to the Education System Results were later presented to Minister of Education for consideration.

Save-A-Village Society

Web Designer

Canada

May 2014 – Present

- Consulted with the society board to identify project objectives and requirements
- Prepared demonstrations, prototypes, and tutorials in order to align website to design specifications
- Published and maintained the official Save-A-Village website

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: C, python, html, CSS, java

Activities: President of the NGLC, Coordinator of a team of 6 co-authors writing a book on Fetal Alcohol Syndrome, Treasurer for the BYOKOB student group, nominated by the Cappies Critics for Best Male Lead Actor in a play

Interests: Toastmasters CC, Vex Robotic Basketball competition winner, Speakout film contest winner, participated in a host exchange in Japan