

John Smith

Address | City, Province | ABC 123
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EDUCATION

Target University

Master of Science in Management, Specialization in Finance

City, Province

2013 – 2014 (Expected)

- **GMAT:** 730 (96th percentile)
- **Honors:** Jane Doe Graduate Fellowship, John Doe Foundation MSc in Management Award, Pat Bateman Graduate Award, and Target Uni's Graduate Award
- Coursework equivalent to the first year of the PhD in Finance program

Semi-Target University

Honours Bachelor of Business Administration

City, Province

2009 – 2013

Concentration in Finance, Minor in Economics, Co-op Option

- **GPA:** 10.83 / 12 (90.25%)
- **Honors:** Graduation with distinction, Top Scholarship, Dean's Honour Roll

WORK EXPERIENCE

Target University

Research Assistant, School of Business

City, Province

Oct 2013 – Present

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

BB Bank

Associate, Institutional Equities

Toronto, Ontario

Aug 2012 – Dec 2012

- 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

BB Bank (Same one as Above)

Associate, Equity Derivatives

Toronto, Ontario

Dec 2011 – May 2012

- Worked with Structured Notes group, gaining experience and knowledge in all areas of the business including: origination, structuring and sales
- Filled in for an absent VP during the launch of a new note type; this note series became the group's best seller
- Redesigned the marketing material that is sent to clients for each new note issuance
- Responsible for recording and reporting daily sales and fund redemptions
- Displayed acute attention to detail, particularly when working with sensitive legal documents
- Produced numerous Excel spreadsheets that are used by the group on a daily basis
- Sought opportunities to improve efficiency through VBA macros

L/S Hedge Fund

Investment Analyst

Toronto, Ontario

Apr 2011 – Sept 2011

- 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

SKILLS

Technical Skills: Bloomberg, Microsoft Office Suite, VBA, SAS, Stata, SQL, Fidessa, and some HTML

Certifications & Training: Canadian Securities Course