

Tom Cruise

1234 Street | 123-456-7899 | tomcruise@hotmail.com

EDUCATION

WESTERN UNIVERSITY

Canada

Bachelor of Commerce, Finance Major

Expected 2016

- **GPA:** 3.43 / 4.0
- **Relevant Coursework:** Corporate Finance, Financial Accounting, Energy Economics, International Business
- Recipient of multiple awards, including deans honor list, academic and leadership awards

WORK & LEADERSHIP EXPERIENCE

REGIONAL LOCAL BANK

Canada

Corporate Accounting Assistant,

Jan 2014 – April 2014

- Developed a macro manual designed to teach employees how to utilize macros to accomplish accounting tasks; resulted in increased efficiency amongst existing and new employees
- Reconciled customer and client payment allocations, deposits, and withdrawals; company utilized results for conducting routine audits
- Conducted data analysis, monitoring, and reporting, in doing so identified and corrected many errors to prevent future problems

VAULT SECURITY SYSTEMS

Canada

Sales

May 2013 – August 2013

- Co-ordinated installations for customers, tracked order status, and sold accounts worth over \$17,000.
- Contacted customer through cold call sales, providing sales demonstrations ending in sales
- Provided in home consultation to assess customer's security need and recommended products to address customer concerns.

GOVERNMENT

Canada

Student Representative, Minister's Student Advisory Council

June 2011 – June 2013

- Student representative across city to government, providing consultation to government on education issues.
- Planned and prepared annual conferences for 200+ participants from across state. Acted as a master of ceremony for government education seminars and workshops to help shape the education curriculum.
- Conducted research forums to collect and analyze data and provide feedback for improvements to the education system. Results were later presented to Minister Dave Hancock for consideration.

SAVE-A-VILLAGE SOCIETY

Canada

Web Designer

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

BUSINESS AND STUDENT CLUBS

- President of the NGLC with over 50 members
- Coordinator of a team of 6 co-authors writing a book on Fetal Alcohol Spectrum Disorder
- Treasurer for the BYOKOB student club, produced financial statements

SKILLS, ACTIVITIES & INTERESTS

- Microsoft Office, C, Python, HTML, CSS, Java
- Toastmasters CC, Vex robotic basketball competition winner, film contest winner, nominated by the Cappies Critics for Best Male Lead Actor in a play, participated in a host exchange in Japan