

# John Doe

Addressxxxxxxx, Cityxxx, Statexxxxxx | Phone number | email address @ gmail.com

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## EDUCATION

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**Bachelor of Commerce, Sauder School of Business, UBC, Vancouver, BC** Completion: April 2015

- Specialization: Finance
- Cumulative average of 83% in all commerce courses
- Relevant Coursework: Financial Management, Corporate Finance, Investment Theory, Applied Financial Markets, International Financial Markets & Institutions, Managerial Economics, Managerial Accounting, Financial Accounting, and Commercial Law

## WORK EXPERIENCE

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**Junior Financial Analyst, Firm #1, Langley, BC** May 2013 – September 2014

- Built three financial planning and analysis models in Excel. Models contain an input dashboard with accompanying graphical outputs of key metrics; five years of full pro-forma statements, computed and adjustable through dashboard inputs; and historical statement analysis with key metrics linked and displayed on input dashboard to aid in selecting input values.
- Performed scenario analysis using aforementioned financial planning and analysis models to determine a probable range of external financing need for various combinations of firm performance and contract acquisition.
- Performed primary research on oil industry competitors and potential clients using Bloomberg Terminals, Capital IQ, and other sources. Identified prospective clients and detailed their expansion plans in terms of scheduling, scope, and size (capital expenditures).
- Wrote high-level overviews and summaries that concisely and effectively communicated the results of the aforementioned financial model scenario analysis and industry research.

**Estate Administrator, Firm#2, Vancouver, BC** June 2010 – May 2011

- Developed strong competency in basic administrative and secretarial duties including account postings & data entry, invoicing & billings, and recording minutes of the meetings.
- Resolved conflicts with eight creditors through strong communication and negotiation skills while working on the bankruptcy proceedings of two corporate accounts.

## EXTRA – CURRICULAR ACTIVITIES

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**Senior Research Analyst, Club Name, Vancouver, BC** January 2014 – Present

- Built financial planning and analysis models in Excel for Macro Enterprises (CVE: MCR) and Seaspan Corporation (NYSE: SSW). Models contain the same functionality as the models mentioned above.
- Initiated, designed, and taught workshops on financial planning and analysis model building for new Junior Analysts.
- Studied the comparable company analysis valuation technique and applied it to the companies in my coverage universe.

**Teammate, Portfolio Management Competition – UBC, Vancouver, BC** October 2013 – January 2014

- Analyzed equities, debt, options, macroeconomic trends, and macro-political trends and made investment decisions based on this analysis.

**Treasurer – Pledge Class, Phi Delta Theta – UBC, Vancouver, BC** September 2013 – December 2013

- Collected all dues and fees, prepared and analyzed various budgets with active Treasurer.

**Instructor, PhD Thesis Project, Prof Name, Burnaby, BC** February 2011 – June 2011

- Assisted in creating English language lesson plans and later taught Iranian ESL students via webcam using these plans.

## INTERESTS

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- Avid and travelled skier, competitive billiards player, former competitive baseball player, MLB enthusiast, science and tech enthusiast and market follower.