

# JANE AUSTEN

12345 Street | City, AB | 123-456-7899 | janeAusten@uProvince.ca

## EDUCATION

---

### UNIVERSITY OF PROVINCE

*Bachelor of Commerce, Finance Major*

**City, Canada**

Expected 2016

- GPA: 3.43 / 4.0
- Relevant Coursework: Corporate Finance, Financial Accounting, Energy Economics, International Business
- Deans honor list
- Stanley and Mary Hawrysh Memorial Leadership Scholarship
- T5K Academic Excellence Scholarship

## PROFESSIONAL EXPERIENCE

---

### SERVING COMMUNITIES INTERNSHIP PROGRAM

*Coordinator and Co-author*

**City, Canada**

May 2014 – Present

- In charge of a team of writers producing the non-fiction Fetal Alcohol Spectrum Disorder book under the supervision of Professor Austin Powers, C.M., M.Sc., M.Ed., Ph.D., LL.D.

### HOME DEPOT

*Merchandise Execution Associate*

**City, Canada**

May 2014 – August 2014

- Performed seasonal resets, inventory distribution, and special projects designed to enhance customer experience

### FIRST CITY FINANCIAL

*Corporate Accounting Assistant,*

**City, Canada**

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

*Sales*

**City, Canada**

May 2013 – August 2013

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

### CITY & DISTRICT SOCCER REFEREE ASSOCIATION

*Soccer Referee*

**City, Canada**

Jan 2008 – Dec 2010

- Coordinated teams towards common objectives, resolved disputes, and oversaw record keeping, dealt with high intensity situations with strict time constraints

## **VOLUNTEER AND LEADERSHIP EXPERIENCE**

---

### **SAVE-A-VILLAGE SOCIETY OF PROVINCE**

*Web Designer*

**City, 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

### **NGLC**

*President*

**City, Canada**

May 2014 – Present

- Conducted a strategic review of the organization's events and expenditures upon assuming the role
- Currently in the process of executing a repositioning strategy for the organization

### **BYOKOB STUDENT GROUP**

*Treasurer*

**City, Canada**

May 2012 – May 2013

- Coordinated budget allocations for events, and produced financial statements

### **APIRG**

*Board Member*

**City, Canada**

May 2012 – Dec 2013

- Assisted student groups with financing and resource support

### **PROVINCE GOVERNMENT**

*Student Representative, Minister's Student Advisory Council*

**City, Canada**

June 2011 – June 2013

- Student representative across City to government, providing consultation on education issues.
- Planned and facilitated annual conferences for 200+ participants from across Province. 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 the Education Minister for consideration.

### **RED CROSS**

*Camp Resource Leader*

**City, Canada**

May 2011 – August 2012

- Planned, marketed, and facilitated a non-profit educational camp. Camp focused on global issues such as global conflicts, HIV/Aids, national disasters, and refugees

### **LOCAL HIGH SCHOOL**

*Director*

**City, Canada**

Sept 2010 – May 2011

- Directed, edited, and produced promotional videos for school events

## **SKILLS, ACTIVITIES & INTERESTS**

---

- Microsoft Office, C, Python, HTML, CSS, Java
- Toastmasters CC, Vex robotic basketball competition winner, film contest winner, nominated by the City Cappies Critics for Best Male Lead Actor in a play
- participated in a host exchange in Japan and travelled to Hong Kong, Mexico, Cuba, and England