

First Last

Address, Phone number, email

EDUCATION

Canadian Target Business School Graduation Expected April 2014
Bachelor of Arts, Honors Business Administration (HBA), **3.85 GPA (88% in Finance)**

- Dean's Honor List; Pass with distinction

Canadian School 2010-2012
Name of Program, Honors Specialization in Finance

- Name of Scholarship (2010)

PROFESSIONAL EXPERIENCE

Small-Mid Consulting Firm, City, Ontario Summer 2013
Consulting Analyst

- Supported the infrastructure team by designing and conducting 24 interviews, 12 feature-list surveys, 5 client exercises, and compressing data into charts and graphs
- Researched mobile device management markets, industry trends, 14 major market players; Evaluated 48 vendors using an in-depth scoring model in MS Excel
- Analyzed industry data using MS Excel to identify strategies and cost-saving opportunities for Microsoft licensing costs
- Aided Applications team by building and designing 50-75 PowerPoint slide decks that included performance trackers, CRM Tools, scenario simulations, and action plans

Oil & Gas Company, USA 2012
Junior Analyst

- Created pro forma financial statements and financial models using MS Excel to forecast a change in sales strategy and business sales of \$8-10 million
- Researched oil and gas industry to improve cost inefficiencies on; sourced new supplier relationships that immediately resulted in a 5% decrease in cost of pumping units and machinery components
- Conducted extensive cost-benefit analysis to assist senior level management in making critical investment decisions in purchasing coiled tubing units, nitrogen pumps, and equipment

School/Children's Camp USA Summer 2012
Teacher/Financial Coordinator

- Proposed and devised \$25,000 budget; executed a wide range of fieldtrips including Six Flags, Sea World, and The Austin Zoo while optimizing fund balance/expenses and communicating feedback loop to management
- Supervised and handled 70 campers ages 5 to 12; motivated campers to participate and engage in daily activities; achieved a 20% increase in campers' participation in weekly projects

EXTRACURRICULAR ACTIVITIES

Teaching Assistant, Target School Present
TA

- Appointed by Name of Prof to conduct weekly tutorial sessions for 75 HBA1 students

Investment Club and Finance Club Present
Active Member

- Analyzed and researched equity and debt markets and participated in monthly investment analysis meetings

Culture Club, Target School 2011-2013
Vice-President Events

- Increased membership by 30% by planning cultural events and socials for 115 member club; formed committees, delegated tasks, and successfully executed each event
- Administered weekly meetings to ensure logistical details adhere to university policies

Skills: MS Excel and Office, Bloomberg, SAS, VBA, MS SharePoint, SQL Server

Languages: English, Arabic, Learning Basic Spanish

Interests: Boating, Jet Skiing, Competitive & Intramural Basketball, Tennis, Chicago Bulls, Liverpool FC