

name

address

email

telephone

EDUCATION

UNIVERSITY

Bachelor of Commerce, Major in Finance

Toronto, ON

Class of 2016

- Currently maintaining a CGPA of 3.43
- One of the top 40 finance student to be selected to attend the _____ annual Industry Night
- Relevant Courses: Derivatives (A-), Introductory Microeconomics (A), Introductory Macroeconomics (A-), Business Ethics (A-)

self-study finance course

- Expected to complete the ___ in April 2016

Toronto, ON

Apr 2015 - Present

HIGH SCHOOL

- Business Leadership Award for having 80% or higher in business courses
- Received the Ontario Scholar for having 80% or higher in overall mark

Toronto, ON

Sep 2008 - Jun 2012

EXPERIENCE

retail store

Cashier & Merchandiser

- Ensured products are replenished on shelves in a timely manner; caused products to sell faster
- Provided customer service in-person and through telephone leading to customer satisfaction
- Operated cash register and performed transactions in cash or debit

Toronto, ON

Jun 2014 - Jul 2014

e-commerce store

Customer Service & Sales Representative

- Handled supplier and customers relationship which led to lower costs in supply management and improved customer loyalty
- Managed customer orders and ensuring items are shipped and delivered on time, led to exceeding monthly sales expectation
- Planned promotional deals, resulted in a higher increase in sales

Toronto, ON

Apr 2013 - Oct 2013

EXTRACURRICULAR

University business club

Startup Consultant

- Provided students with advice regarding marketing, financing and human resources activities; led students to create their startup called _____ at _____
- Assisted students in creating marketing strategies and fundraising activities, resulted in \$500 in fundraising
- Recommended new web hosting services, saved \$17 per month

Toronto, ON

Dec 2014 - Sep 2015

STUDENTS' UNION

Tax Clinic Volunteer Lead

- Ensured income tax returns are filed correctly and mailed in a timely manner to the ___ if E-File was not available
- Provided students with information regarding the benefits of filing income tax return
- Managed a team of 13 volunteers, led to increase in productivity and teamwork

Toronto, ON

Mar 2015 - Apr 2015

ADDITIONAL

- Helped students file income tax return for the _____ Students' Union for both 2nd and 3rd year of university
- Capable of explaining complex concepts and products to people with no background in finance
- Ability to meet deadlines while managing a variety of tasks in a fast-paced environment
- Proficient use with computers and Microsoft Office software programs
- Effectively built relationship internally and with clients
- Keyboard typing speed of 579 CPM and 112 WPM
- Interest: Weightlifting, cooking, and animals