

Jane Doe

Address • Address • Phone: • E-Mail

SKILLS

- Fluent in French - University [REDACTED] *Second Language Certificate*
- Strong numerical, interpretive and analytical skills: cultivated through schoolwork and class projects
- Excellent communication skills: honed through working with clients and working in teams
- Creative problem solver: shaped through leadership activities, such as securing club funds, sponsorships, and class projects
- Proficient in Microsoft Excel, Word, PowerPoint, R, and MySQL

EDUCATION

[REDACTED] 2014 - November 2019
Honours BSc in Financial Mathematics and Economics (Extended French Stream)

- *Relevant Courses: Financial Accounting, Corporate Finance, Time Series Analysis, Techniques of Data Analysis, Financial Management, Options and Futures, and Mathematical Foundations of Risk Management*
- Good knowledge of financial statements, derivative markets, concepts of valuation, forward and futures contracts, and swaps
- Basics of data mining and machine learning algorithms such as clustering, decision trees, text mining and classification problems using R statistical software

EXPERIENCE

[REDACTED] Summer 2015 and 2016
Summer Intern

- Created a Record Management System for P&C and Marine insurance claims; converted more than 1000 files to easily accessible and searchable electronic records
- Reviewed and analyzed insurance policies to ensure new claims are processed correctly
- Worked with the Human Resources department on the post-merger integration of [REDACTED]; helped consolidate and update records for new and existing employees

VOLUNTEERING AND EXTRACURRICULAR

[REDACTED] **STEAM (Science Technology Engineering Arts Mathematics)** September 2018 – April 2019
Vice President of Finance

- Closed on \$1,350 in annual sponsor funding (125% above the target) through creating and presenting the club's budget and sponsorship proposal to companies and school committees
- Planned, organized and hosted a successful inaugural event with more than 100 attendees to promote STEAM
- Streamlined the newly formed club's financial data into a digitalized format for better record keeping and accountability

[REDACTED] September 2017 – April 2018
Community Tax and Benefits Filing Assistant

- Worked with critical financial data with the goal to maximize the returns provided to the disadvantaged
- Educated low-income clients on benefit programs such as the [REDACTED], the [REDACTED] and the [REDACTED]