## Penny Banks

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**CAREER OBJECTIVE**

Highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

**KEY QUALIFICATIONS**

* Knowledge of a wide variety of banking services and products gained through research and experience
* Solid track record in sales with proactive marketing and needs-based selling of financial products and services, including Visas, RRSPs, loans, investments, mortgages, financials reviews, etc.
* Trained in anti-money laundering detection/control and fraud investigation/resolution guidelines
* Fluently bilingual in French and English with working knowledge of Spanish
* Demonstrated ability to maintain an excellent academic standing while studying full-time, working up to x hours weekly and collaborating actively with several student clubs and associations
* Developed strong cultural awareness and sensitivity through international travel and experience

**RELEVANT FINANCIAL KNOWLEDGE**

* Successfully completed courses focused on corporate finance, fixed-income investments, portfolio management, international financial management, options and futures, and equity valuation
* Bloomberg Market Concepts Certification and FactSet Financial Modelling Certification
* Sound understanding of the securities industry: nearing completion of the Canadian Securities Course

**EDUCATION**

**Honours Bachelor of Commerce, with an option in Finance** Month year (Expected)

University of Ottawa, Telfer School of Management, *Ottawa, Ontario*

**FINANCE-RELATED WORK EXPERIENCE**

**Financial Customer Service Representative (part-time)** Month year – Month year

TD Canada Trust, *Ottawa, Ontario*

* Demonstrated excellent client service abilities while handling financial transactions such as deposits, withdrawals, bill payments, money orders and transfers, and foreign currency exchanges
* Consistently met quarterly sales objectives while accurately balancing a high volume of daily transactions using internal computer programs and verification systems
* Obtained and processed information required for the provision of services, such as opening accounts, establishing savings plans and purchasing bonds

**Billing Associate** Month – Month year

Enterprise Rent-a-Car, *Ottawa, Ontario*

* Gathered purchase orders, sales tickets and charge slips and compiled data related to major clients
* Prepared invoices, sales records, amounts due, credit terms, and dates of shipment
* Inputted credit memorandums to indicate returned or incorrectly billed merchandise
* Posted transactions to accounting records, such as worksheets and ledgers

**ADDITIONAL WORK EXPERIENCE**

**Mail Clerk (part-time and summer)** Year

Canada Revenue Agency, *Ottawa, Ontario*

* Displayed an ability to work efficiently under tight deadlines and with minimal supervision
* Sorted mail for hundreds of employees according to destination and type, such as returned letters, adjustments, bills, orders, and payments to facilitate the distribution process
* Examined outgoing mail for appearance and ensured envelopes were sealed by hand or machine
* Operated the folding machine that processed advertising literature, forms, letters, and other documents

**ADDITIONAL CERTIFICATIONS**

* Canadian Securities Course, Canadian Securities Institute Month year (Expected)
* Certificate in Bookkeeping and Accounting Practices, Algonquin College, Ottawa, Ontario Year
* Web design courses, Algonquin College, Ottawa, Ontario Year

**COMMUNITY AND EXTRACURRICULAR INVOLVEMENT**

**Environmental Conservationist** Month– Monthyear

World Endeavours, *Atenas, Costa Rica*

* Addressed problems such as loss of biodiversity, deforestation, desertification, soil erosion,

overfishing, and pollution through community education and outreach programs

* Immersed into the Spanish language and Latin American culture during a two-month homestay

with a Costa Rican family

**Student Delegate, Jeux du Commerce** Year

Telfer School of Management, University of Ottawa, *Ontario*

* Collaborated closely with a diverse group of X peers to break down complex problems into their essential components and develop a strategic solution within a tight deadline
* Engaged in a deeper level of critical thinking while clearly conveying ideas and concerns to teammates
* Designed, prepared, and delivered a presentation to an audience of X judges

**AFFILIATIONS**

Telfer Finance Society, University of Ottawa, *Ontario* Year – Present

* Recorded meeting minutes
* Managed meeting minute dispersal

uOttawa Sales Society, University of Ottawa, *Ontario* Year – Present

* Attended meetings regularly
* Presented discussion topics at meetings
* Participated in recruiting efforts: year - present