**Molly Chiefton  
Bilingual Financial Service Specialist and MBA Candidate**

613-123-4567 ▪ [m.chief@uottawa.ca](mailto:m.chief@uottawa.ca) ▪ linkedin.com/in/chiefton ▪ Ottawa, ON

**SUMMARY OF QUALIFICATIONS**

* Soon-to-be graduate from the MBA program, Telfer School of Management
* 5 years of experience as a financial auditor and 2 years as a financial and investment analyst
* Completed the Canadian Securities Course and Investment Management Techniques (through CSI)
* Extensive knowledge of GAAP, EVA, ROI, and other financial and investment tools
* Practical experience related to consulting and complex project management
* Fluently bilingual in English and in French, with working knowledge of Spanish
* Recognized as a dynamic and creative team leader fully committed to quality and client satisfaction

**AREAS OF EXPERTISE**

• Financial Accounting • Corporate Finance • Investment Analysis

• Operations Management • Strategy Formulation • Management Consulting

**MANAGEMENT CONSULTING EXPERIENCE**

**Consultant (Telfer MBA) April 2021 – Present**

Company XYZ, *Ottawa, Ontario*

* Successfully designed a complete market entry strategy for an Ottawa-based start-up company focused on sustainable products
* Researched competitors; analyzed costs; outlined a financial strategy; drafted a detailed business plan; formulated tailored recommendations

**FINANCE-RELATED EXPERIENCE**

**Financial Auditor June 2018 – July 2020**

Merrill Lynch, *Ottawa, Ontario*

* Actively collaborated with a team of 5 financial auditors and developed customized software to promote a full range of services to clients, achieving a 10% increase in financial auditing services
* Examined and analyzed journal and ledger entries, bank statements, inventories, expenditures, tax returns and other financial and accounting records
* Ensured financial accuracy and compliance with established accounting standards and procedures
* Prepared detailed reports on audit findings and made data-based recommendations on how to improve the company’s accounting and management practices
* Conducted field audits of businesses to ensure alignment with provisions and requirements of the *Income Tax Act*, the *Canada Business Corporations Act* and other statutory requirements

**Financial and Investment Analyst March 2017 – May 2016**

The Investment Company, *Toronto, Ontario*

* Carefully evaluated financial risk of business activities of over 250 clients
* Prepared financial forecasts and wrote in-depth reports with clear recommendations
* Planned short- and long-term cash flows and assessed financial performance
* Participated in the financial aspects of more than 100 contracts and calls for tender
* Developed and implemented innovative tools for managing and analyzing financial portfolios
* Analyzed investment projects for over 300 clients and identified strategies to improve their profit margins

**Accountant Nov. 2016 – Jan. 2018**

Proctor & Gamble, *Montreal, Quebec*

* Examined accounting records and prepared monthly financial statements and reports
* Prepared individual and corporate income tax returns for multiple clients
* Analyzed financial statements and reports and provided financial, business, and tax advice

**EDUCATION**

**Master of Business Administration (MBA) Sept. 2020 – Aug. 2021 (Exp.)**

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

**Project Experience**

Investment analysis

* Conducted extensive research on company X
* Analyzed equity markets, portfolio theory, asset pricing models, and portfolio management

Real asset valuation

* Applied finance theory to valuation of assets in company ABC
* focused on relative valuation, discounted cash flow valuation, and option pricing techniques

Fusion and options

* Analyzed future contracts and markets and the pricing of future contracts,  
  with emphasis on commodity and interest rate futures for company X

**Honours Bachelor of Commerce, with a specialization in Accounting 2014**

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

* **International Exchange Program** with the*Instituto Tecnológico y de Estudios Superiores,*

*(TEC) de Monterrey, México* (fall and winter terms 20.. – 20..)

**COMMUNITY INVOLVEMENT**

* President of the Finance Committee for the Distress Centre, Ottawa, Ontario 20.. – Present
* Vice-president Finance, Student Federation, University of Ottawa, Ontario 20.. – 20..
* Management Intern, Don Bosco Cooperative, Chacas, Peru 20..
* Accounting Tutor for more than 175 students, University of Ottawa, Ontario 20.. – 20..

**AWARDS AND ACHIEVEMENTS**

* Ontario Graduate Scholarship (OGS) 20
* Entrance scholarship for the Honours Bachelor of Commerce program 20
* Recipient of the CPA of Ontario Award for the highest standing in Accounting 20.. and 20

**MEMBERSHIPS AND PROFESSIONAL ASSOCIATIONS**

* Member of the Canadian Association of Financial Planners 20.. – Present
* Member of the Financial Planning Standards Council 20.. – Present
* Member of the Ottawa Investment Club 20.. – Present