**Molly Chiefton, MBA**

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**SUMMARY OF QUALIFICATIONS**

* Master’s in Business Administration, Telfer School of Management, University of Ottawa
* 5 years of experience as a financial auditor and 2 years of experience as a financial and investment analyst
* Completed the Canadian Securities Course as well as 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 with full commitment to quality and client satisfaction

**KEY COMPETENCIES GAINED THROUGH PROFESSIONAL EXPERIENCE AND MBA PROGRAM**

* Corporate Finance
* Strategy Formulation
* Investment Analysis
* Management Consulting
* Financial Accounting
* Operations Management

**MANAGEMENT CONSULTING EXPERIENCE**

**Consultant (Telfer MBA)** month 20.. to present

Company XYZ, Ottawa, Ontario

* Designed a market entry strategy for an Ottawa-based start-up company focused on sustainable products
* Researched competitors, analyzed costs, outlined a financial strategy, and drafted a detailed business plan

**FINANCE RELATED EXPERIENCE**

**Financial Auditor** 20.. to 20

Merrill Lynch, Ottawa, Ontario

* Worked with a team of 5 financial auditors and developed customized software to promote

a full range of services to clients and achieved 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 to ensure financial accuracy and compliance

with established accounting standards and procedures

* Prepared detailed reports on audit findings and made recommendations to improve the

company’s accounting and management practices

* Conducted field audits of businesses to ensure compliance with provisions and requirements

of the *Income Tax Act*, the *Canada Business Corporations Act* and other statutory requirements

**Financial and Investment Analyst**

The Investment Company, Toronto, Ontario 20.. to 20

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

**3.1 MBA Graduate resumé°www.telfer.uottawa.ca/careercentre**

**Camille Molson, MBA** 613-123-4567

**Accountant** 20.. to 20..

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)** 20

Telfer School of Management, University of Ottawa, Ontario

**Major Projects**

* **Investment analysis**

Conducted research on company XYZ to analyze equity markets, modern portfolio theory,

asset pricing models, and portfolio management

* **Real asset valuation**

Applied finance theory to valuation of assets in company ABC and focused on relative

valuation, discounted cash flow valuation, and option pricing techniques in valuation

* **Fusion and options**

Analyzed future contracts and markets and the pricing of future contracts, with emphasis on

commodity and interest rate futures for company XXX

**Honours Bachelor of Commerce, with a specialization in Accounting** 20

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..

**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.. to present
* Member of the Financial Planning Standards Council 20.. to present
* Member of the Ottawa Investment Club 20.. to present

**VOLUNTEER EXPERIENCE**

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

**INTERESTS AND ACTIVITIES**

* Sports: hockey, rowing, athletics, snowboarding
* Reading: business and travel magazines and blogs
* Travel: South America, Europe, Australia and New Zealand