

GURPREET SINGH

Toronto, ON | contactgsingh@gmail.com | (416) XXX XXXX | linkedin.com/in/gsingh2019

EDUCATION

Bachelor of Commerce (B.Comm.) – Finance, Humber College Expected Graduation 20XX

- Cumulative GPA of 92% and recipient of Humber Alumni Scholarship (2019)
- Key courses: Portfolio Management & Alternative Investments, Corporate Finance, Equity Investments

WORK EXPERIENCE

Financial Analyst, MaRS Discovery District January 2018 – April 2019

- Conducted financial assessments for three internal projects to identify risks and excessive expenses; performing cost adjustments to increase profit by 17%
- Delivered price recommendations for internal investments based on current market trends
- Implemented additional calculations to verify data on financial statements in order to improve accuracy of generated reports by 23%

Bank Teller, BMO Financial Group September 2017 – December 2018

- Operated account services including withdrawals, deposits, issuing checks, product registration and activation for over 300 clients daily
- Reconciled cash drawer with maximized accuracy by cross-referencing client logs and currency transaction reports, ensuring numbers were balanced
- Promoted bank products and services to new clients and completed relevant paperwork
- Provided exceptional customer service via in-person, telephone and e-mail communications to deliver client solutions and achieve client retention of 96%

LEADERSHIP EXPERIENCE

VP of Finance, Humber DECA January 2017 – December 2018

- Negotiated finances with external partners including venue providers and vendors to obtain resources at a 60% reduced price; successfully managing a budget of \$5,000
- Secured \$30k in funding in collaboration with external relations team from over 20 corporate partners

Peer Tutor, Humber Peer Assisted Learning Services September 2015 – April 2017

- Supported over 15 students in introductory finance courses by explaining key concepts; helping students to improve academic performance by at least 5%
- Logged all appointment records to track attendance rate and identify strategies for effectively addressing student needs to guarantee repeat attendance
- Submitted payroll information on a timely basis

Jordan Keele

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PROFILE

Analytical professional with 3+ years of research experience and business acumen. Adept in collecting and analyzing competitor data to develop business insights, and equipped with knowledge of conducting field surveys and research reports. Proficient in Microsoft Office (Excel, Word, PowerPoint, Access) and MySQL.

EDUCATION

Postgraduate Certificate, Research Analyst September 2018 – April 2019
Humber Institute of Technology & Advanced Learning – Toronto, ON

- Key courses: Database Management, Research Communication and Proposal Writing Skills

Bachelor of Commerce, International Business September 2012 – April 2016
Humber Institute of Technology & Advanced Learning – Toronto, ON

PROFESSIONAL EXPERIENCE

Market Research Analyst January 2018 – present
XYZ Company – Toronto, ON

- Identified growth projection of 10% in one fiscal year through forecasting sales trajectories based on current revenue models
- Complete library searches and document relevant data and information for business development
- Monitored market trends to recommend the implementation of profitable business strategies

Research Assistant September 2014 – January 2016
Humber College, The Business School – Toronto, ON

- Conducted literature reviews to evaluate legitimacy of existing research and inform future content
- Developed and maintained databases for relevant data entry using Excel/SPSS
- Prepared research materials to convert complex data to readable information for publication
- Assisted with administrative tasks, including the organization of sensitive information

LEADERSHIP EXPERIENCE

Vice-President of Marketing September 2013 – September 2014
Humber College DECA

- Competed in a team of 6 to develop a marketing strategy on a case by case basis for new businesses
- Reviewed performance of a start-up company and presented prospective business results with proposed digital marketing strategy, placed 2nd in regionals

CERTIFICATIONS

TCPS 2: CORE (Course on Research Ethics) September 2018
Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Humber REB