

Sample Resume used to apply for a business analyst position

FirstName LastName

123-456-7890 | 100 First St., City, ON A1B 2C3 | email@email.ca

EDUCATION

Western University

London, ON

Bachelor of Medical Sciences, Honors Specialization in Interdisciplinary Medical Sciences

2XXX

- Average: 88.1% | Dean's Honor List (80%+ Average) (2XXX –2XXX)
- Relevant Courses: Biochemistry 90%, Organic Chemistry I 95%, Organic Chemistry II 93%
- Western's Continuing Admission Scholarship for entering university with 95%+ average (2XXX)

WORK EXPERIENCE

Apan Capital

Toronto, ON

Summer Analyst

Summer 2XXX

- **\$51mm acquisition of distressed retirement home in Mississauga, Ontario**
 - Conducted due diligence by overseeing a property condition assessment, an environmental site assessment, and ensuring accuracy of financial statements, rent rolls, and occupancy figures
 - Constructed successful debt and management restructuring plan, allowing for a distressed-to-control acquisition \$9mm below appraisal value and forecasted 1-year cash-on-cash return of 80%
- **Expected \$100mm Commercial MBS issuance for Q1 2016**
 - Assessed the possible financing of 14 commercial and industrial mortgages totalling \$56mm in loan value and \$130mm in appraisal value; 9 were added to Apan's joint-venture Commercial MBS pool
 - Prepared investor presentation documents with financial and qualitative summaries of the 10 largest loans
- **Evaluation of Canadian REIT market for potential acquisition**
 - Analyzed and valued 5 small-cap Canadian REITs for M&A opportunities with Apan's 67.4%-owned Nobu REIT using NAV, DCF, merger models, trading comps, and direct capitalization methods; 3 buy recommendations made and one REIT acquired for 43% premium by competing firm
- Developed Excel model to calculate fees, interest rates, and cash flow payments on loans for Apan's Energy Efficiency Financing platform, leading to lower response times for client inquiries and increased scalability
- Researched high-end Canadian retirement space by interviewing industry participants and competitors, and generating an analysis of rent/room, rent/sf, occupancy, and number of units for 18 residences across Canada

Department of Microbiology and Immunology, Western University

London, ON

Research Assistant

Summer 2XXX

- Optimized lab operations by adjusting inefficient protocols, leading to 40% decrease in experimental throughput time, an increase to protein output concentrations by 25%, and the allowance of protein measurement using Excel
- Presented research findings at bi-monthly department meetings to garner feedback and generate new ideas

LEADERSHIP EXPERIENCE

Western Health Sector Club

London, ON

Executive

2XXX -2XXX

- Organized annual Western Health Sector Leadership & Innovation Challenge, resulting in a 10-team turnout, \$1,500 of sponsorships from 3 global healthcare companies, and industry judges from 7 different companies
- Led 3 Q&A panel discussions for club members with either health sector professionals, M.D. candidates with health sector experience, or 4th year science students by facilitating questions and organizing speakers

Western Voice

London, ON

Executive

2XXX -2XXX

- Organized Western's largest annual singing competition and contracted a Los Angeles singer to perform and hold a VIP meet and greet at the show, leading to enhanced guest satisfaction and 35% increase to ticket sales
- Managed the Western Voice Facebook Page, using creative posts to increase the number of Facebook page likes by 124% to 1,040 likes over a 5-month period, and reaching 15,052 unique views 1 week before the show

ADDITIONAL INFORMATION

Interests: Sport martial arts, real estate, basketball, long-distance running