

Highlight of skills

Include three to five key points to showcase your most relevant experience to the job posting. This should include any education, training, work, or volunteer experiences as transferable skills.

In this section, you have the chance to show the employer that you are the most qualified candidate for the position.

Education

Show your most recent experience first, and the oldest at the end. If you've completed any post-secondary level education in the past, do not include your high school education. If your program is in progress, add the start date (year only) followed by "current."

It's optional to add any academic achievements, such as honour roll status or relevant coursework, in bullet points under the program.

Work experience

Include your most recent experience first, and the oldest at the end. In the bullet points, highlight your main accomplishments, using strong action verbs. Summarize your primary job duties with qualitative and quantitative data in three to five points per job. Ensure consistent formatting across all positions and sections.

YOUR NAME

Home address, City, Province, Postal Code
Cell: (xxx) xxx-xxxx | Email: xxxxx@gmail.com | LinkedIn URL:

HIGHLIGHTS OF SKILLS

- Business Administration professional with 5+ years of entrepreneurial, sales, and operations experience across domestic and international markets.
- Proven ability to lead and motivate teams to exceed sales, performance, and operational targets in consulting, retail, and administrative environments.
- Strong interpersonal communicator with expertise in negotiation, stakeholder engagement, strategic planning, and program implementation.
- Demonstrated strengths in financial analysis, cost control, process improvement, and data-driven decision-making.

EDUCATION

Diploma in Business Administration (DBA) University of Victoria, Victoria, B.C. Relevant Course Work: Organizational Behavior, Management Consulting	2024- present
Bachelor of Technology, Minor in Economics Thompson Rivers University, Kamloops, B.C. Dean's Honor Roll (2022)- top 15% of the college	2023

WORK EXPERIENCE

Vantage Trading Inc. , Vancouver, B.C. Co-Founder, Commodities Trading Manager	May 2018- present
<ul style="list-style-type: none"> • Responsible for managing a business portfolio of international supply contracts with a gross annual value of up to \$20 million annually. • Overseeing project management strategies, analyzing financial models, pursuing private investment opportunities, and leading a team of 10 employees. • Identifying and capitalizing growth opportunities across international markets, including founding a national Climate Action Business Networking Committee, with 15+ members today. 	
Business Development Bank of Canada , Vancouver, B.C. Business Operations Coordinator	Feb 2017- May 2018
<ul style="list-style-type: none"> • Coordinated vendor relationships, contracts, and service agreements, ensuring timely delivery and compliance. • Maintained accurate financial records, invoices, and expense tracking to support budgeting and annual fiscal reporting, while streamlining internal processes, improving flow and operational efficiencies. 	

Academic awards and achievements

Resumes should be a maximum of two pages in length, without any half pages. If you have a half-page, try to fit your information on one page instead of two. The section titles are mostly optional, with the work and education sections as the most important to include.

Professional fonts should be selected, such as Calibri or Aptos, at font size 11 for content and font size 12 for section titles. Margins should be at the "moderate" size option.

Titles should be aligned to the left, and dates should be placed on the right side of the page, in an even line throughout.

BC Hydro, Victoria, B.C.
Cost Management Analyst

Sept 2014- Feb 2017

- Ensured accuracy in financial operations by reconciling cash movements, credit card transactions, and daily postings, strengthening transparency and audit readiness.
- Monitored and reported weekly employee cash discrepancies (avg. \$300-\$400 CAD), providing insights that improved accountability and reduced financial loss by 15% annually.
- Streamlined financial record-keeping by integrating QuickBooks and Microsoft systems, improving reporting accuracy and efficiency.
- Processed deposits and registrations while maintaining accurate records and organizational accountability.

Han Run Law Firm, Chaoyang, Beijing, China
Administrative Legal Assistant

Feb 2013- Aug 2014

- Delivered responsive client support in person, by phone, and by email, ensuring accurate information and smooth access to services in a fast-paced professional legal office environment.
- Streamlined client intake by verifying eligibility, reviewing immigration documents, and registering records with strict confidentiality.
- Coordinated cross-department referrals, scheduling, and interpreter services to reduce barriers and enhance client experience.
- Collaborated with settlement workers, case managers, and job developers to provide integrated support tailored to client needs.

PROFESSIONAL DEVELOPMENT AND TRAINING

Micro-certificate in Business Communication 2025
University of Victoria, Victoria, B.C.

First Aid Level 1 Certification 2017
Alert First Aid, Victoria, B.C.

VOLUNTEER AND COMMUNITY INVOLVEMENT

YMCA, Victoria, B.C. Sept 2017 – Dec 2023
Board Member, Volunteer Coordinator

- Coordinated volunteers for fundraising and community events, strengthening service delivery and engagement.
- Built relationships with diverse community members and partner organizations to expand access to downtown services.

ACADEMIC AWARDS AND ACHIEVEMENTS

President's Excellence Fund Award 2017
Industrial Undergraduate Student Award 2016

YOUR NAME

Home address, City, Province, Postal Code
Cell: (xxx) xxx-xxxx | Email: xxxxx@gmail.com | LinkedIn URL:

REFERENCES

First and Last Name
Assistant Manager
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(222) 456-0000
email@email.com

First and Last Name
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(222) 456-0000
email@email.com

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Company
(222) 456-0000
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References

These can be previous employers, instructors, or personal contacts who have strong professional standing. Each time you submit your references, it is best practice to update them so that they can be contacted and asked to provide permission to include their contact information in the job application.

Use the same header as your resume and cover letter with your name and contact information included. Your references will be on a separate page, ready to hand in to the employer via email and in person at the interview.