

# JACK DEER (THEY/THEM)

555 Somewhere Street, Winnipeg, MB, R3T 5Z5

P: (204) 555-5511 | Email: [jackdeer@email.ca](mailto:jackdeer@email.ca)

[Linkedin.com/profile/JackDeer](https://www.linkedin.com/profile/JackDeer)

---

## **PROFILE**

- Upcoming Bachelor of Commerce grad with training in Accounting, Marketing and Mathematics
- Strong commitment to professional growth and development in financial services
- Possessing an outstanding talent for assessing clients' needs and developing individualized service
- Extensive sales experience with a focus on customer service and satisfaction in a team environment
- Over 3 years of experience handling cash and completing cash transactions accurately and efficiently

## **EDUCATION**

### **Bachelor of Commerce Degree**

2017 - present

University of Manitoba

- Major: Accounting    Minor: Marketing
- Relevant courses include: Financial Management, Business Management, Intermediate Accounting, Cost Accounting and Macro/Micro Economics
- GPA: 4.0/4.5
- Expected Date of Graduation: May 2022

## **RELEVANT SKILLS**

### **Customer Service Skills**

- Consistently provided outstanding customer service to customers for 3 years in a variety of retail and restaurant settings
- Resolved a wide range of customer issues applying diplomacy and assertiveness to difficult customer situations
- Established and maintained excellent rapport with customers and determined and met client needs in a high-pressure environment

### **Accounting Related Skills**

- Studied laws relevant to accounting and analyzed accounts financial statements including accounts payable/receivable, payroll and personnel expenditures in a capstone course
- Created balance sheets and income statements, and analyzed clients' assets and liabilities to determine appropriate course of action for a business case
- Assessed the efficiency of small business internal accounting systems and implemented procedures to improve financial accuracy as part of a major school project

## **EMPLOYMENT HISTORY**

### **Sales Associate**

July 2020 – Present

Ricki's

- Greeted customers and determined their specific needs in order to provide tailored service
- Handled problem customers with patience and sensitivity in a busy fast-paced environment
- Exceeded sales targets on a consistent basis to contribute to overall store profitability
- Completed cash, debit and credit transactions; trusted with cash values up to \$1000.00

**Server**

May 2018 – July 2020

Moxie's Restaurant

- Utilized strong organizational and time management skills while providing excellent service to multiple customers simultaneously
- Assisted customers with questions and made recommendations based on customer preferences
- Trusted with cash values up to \$2000.00 on a consistent basis under minimal supervision

**Labourer**

Summer 2017

City of Winnipeg

- Worked as a team to determine schedule and completion of various landscaping tasks
- Organized tasks to ensure weather sensitive duties were completed during optimal weather conditions and additional labour tasks when weather permitted

**VOLUNTEER EXPERIENCE****Treasurer**

2019 – 2022

AIESEC Student Group

- Completed all bookkeeping including maintaining records of income and preparing bank deposits from fundraising activities
- Developed monthly financial reports for the AIESEC executive to encourage transparency and facilitate reporting to the Board of Advisors

**MEMBERSHIPS****Member**, University of Manitoba Indigenous Students Association (UMISA)

2020 - present

**AIESEC Student Chapter** – University of Manitoba

2019 – 2022

**Toastmaster's** – Winnipeg Chapter

2018

**SPECIAL SKILLS****Computer softwares & platforms:** MacOS/Windows, MS Office Suite (Word, Excel, Powerpoint, etc.), Google Suite (Drive, Sheets, Slides)**Languages:** English (fluent), French (read/write)**INTERESTS**

- Enjoy running, camping, reading and soccer