

# JOHN SMITH

Tel: 514 111 1111

[xxx@gmail.com](mailto:xxx@gmail.com)

**Career Objectives:** Excellence in development and collaboration in Business and Finances.

---

- 15+ years experience as Bank Supervisor and General Manager in the banking sector
- Skilled Financial Analyst with 2+ years experience in reputable Brazilian accounting firm
- Owner and General Manager of vocational school franchise with over 300 students
- Proven track record for managing high-quality projects with accuracy in a timely manner
- Strong service industry background in public relations, management and customer relations
- Confident communicator, fully fluent in both English, French and Portuguese both oral and written
- Recipient of 3 diplomas at Sul de Santa Catarina University in Accounting Sciences, Business Administration and Financial Management

## Production Skills:

---

- Skilled with accounting software tools
- Knowledge of copywriting and translation
- Web 2.0, QuickBooks, Contmatic, Expert with SIRIC, Microsoft Word, Excel and PowerPoint, Adobe Illustrator, Photoshop
- Business management skills including accounting, payroll and human resources
- Excellent customer/client support skills
- Skilled Asset/Investment Manager
- Entrepreneurial skills including Business, Marketing and Media Relations.
- Strong knowledge of Marketing Databases
- Strong IT knowledge, communications skills and attention to detail

## Professional Experience:

---

### Bank Manager (Oct 1998-present)

For xxxxxx (Montreal) [www.xxxxxxx.com](http://www.xxxxxxx.com)

- Responsible for finance management of thousands of accounts, services and banking products most notably for mortgages, credit lines, loans, risk investments and assets
- Excelled in management of funds, programs and financial services for federal government
- Senior position in charge of corporate strategies, business plans, budgeting and cost-cutting
- Providing accurate financial information to the administration and senior counsel
- Ensured all financial controls, policies and standards were met and adhered to at all times
- Led staff and collaborated with several departments to meet quality banking standards
- Liaised with clients and third parties to ensure clear and constant communications
- Interpreted financial and governmental regulations, data trends, integrated into workflow
- Leadership in high volume, busy environment, providing consistency and best policies
- Responsible for improving company cash flow and reducing error in keeping accurate records and ensuring payments, incomes and salaries are delivered and received on time

## **School Owner, Manager, Entrepreneur (Aug 2012-Present)**

For xxxxxx (Montreal, Qc Canada,) [www.xxxxxxx.com](http://www.xxxxxxx.com)

- Opened and operated franchise of vocational school for construction-related skills that built up a clientele of over 300 students in just one year.
- Taught multi-skilled course curriculum for foreman, electrician, plumbing, bricklaying, painting construction, masonry and other vocations for all different levels and for certification
- Successfully promoted all courses through aggressive and extensive media campaigns by developing business and marketing plan which garnered much media attention
- Established partnerships through collaborations with institutions like the municipal government
- Created benefits and incentive system with local business, for students entering the workforce
- Developed engaging curriculum appropriate to students' levels of learning, needs & interests.
- Providing guidance & feedback & creating customer-specific style guides based on specifics
- Delegated important tasks such as Administration, enrollment, content, HR, finance and payroll
- Organized industry tradesmen meetups for graduates with vocational salons where employers and students can network and create new opportunities

## **Accounting Analyst (Jan 2011- July 12)**

For xxxxxx (Montreal, Qc Canada,) [www.xxxxxxx.com](http://www.xxxxxxx.com)

- In charge of all financial analyses linked to accounting activities for thousands of cases for all services including mortgages, loans and personal credit
- Responsible for putting in place, quarterly and year-end internal effective tracking methods
- Conducted financial analysis and evaluation of companies when going public or private
- Made investment recommendations to shareholders and company administrators
- Composed and edited original text for finance, marketing and legal documentation purposes
- Spearheaded improvements in financial monitoring, accounting standards and principles
- Expert user for SIRIC a software at the public bank for Credit Risk System
- Optimized accounting, management, organizational and analytical skills techniques
- Efficiently set creative direction, oversaw budgets, estimates, documents, logs and pricing

*Other positions include* **Qualified Realtor** (Sao Paulo, Brazil) **IELTS-International English Language Testing System** ([www.ielts.com](http://www.ielts.com)- July 27 2013with an overall test score of 8.0) **Exchange Student** (North East High School Oklahoma City 1995-96) **Self-Starter** (Instituto da Construcao -2012-present) **Bachelor in Accounting Sciences** (University of XXX 2009 -2012) **Technologist in Financial Management** (University of XXX 2009 -2012) **Bachelor in Business Administration** (University of XXX 2009 -2012)

---

*"XXX is an invaluable resource in Communications & marketing at Caixa. From day one he has exceeded my expectations by always looking for ways to make things more efficient, more profitable and more creative. He is a very dedicated and committed professional who brings a lot to the table with his experience and his educational background."* xxx / **Director at xxx.**

-- References, and French Resume Available Upon Request --