**BRANDON**

Calgary, Alberta

[www.linkedin.com/in/brandon-winch](about:blank)

**CAREER PROFILE**

A focused, results-oriented, and enthusiastic analytical thinker with an eagerness to learn. Knowledgeable in the area of finance and seeking related work experience.

**EDUCATION**

**Bachelor of Arts (Economics) University of Calgary**                **Jan 2018 – Dec 2021**

*\* 3.43 GPA*

**Working towards taking the CFA level 1 exam.**

**SKILLS**

* Advanced computer skills: MS Office, advanced Excel (VLOOKUP and pivot tables), SQL, Power BI and Stata
* Empirical experience in applying statistical and econometric concepts such as ARIMA and error correction models for forecasting purposes
* Experience working with and manipulating data
* Experience working with time series data
* Strong understanding of Macroeconomic indicators
* Experience with analyzing and preparing financial statements such as balance sheets, income and cashflow statements
* Experience using valuation tools and financial ratios
* Experience with cost benefit analysis
* Experience with building and analyzing discounted cash flow models using time value of money concepts such as discount rates, NPV and IRR
* Experience with variance analysis
* Strong presentation and communication skills
* team player with experience in project work
* Initiative and passionate for learning new skills, attentive to detail

**EMPLOYMENT EXPERIENCE**

**IELTS Invigilator***SAIT* June 2022 - Present

* Assist test centre administrator and the lead invigilator with duties related to testing
* Present exam information to test takers
* Organize the test area to make it presentable
* Monitor students during the exams to ensure academic integrity
* Answer questions as needed and provide guidance

**Economics Tutor** 2019 - 2021

*University of Calgary*Calgary, Alberta

* Tutored three university students in the areas of statistics and economics
* Effectively presented and communicated financial and economic concepts to support them
* Guided them through their program by reviewing concepts and applications

**Financial/Office Administration**

*Quality Maintenance* 2017 - 2021

Calgary, Alberta (Summers)

* Effectively managed accounts payables, receivables, and financial matters
* Quickly completed various administrative duties such as reporting, filing, and data entry
* Adjusted vendor invoices for discrepancies in price, quantity, GST, etc.
* Tracked and reconciled payments while maintain accuracy
* Answered phone calls and customer inquiries promptly and courteously

**VOLUNTEER EXPERIENCE**

**Calgary Food Bank**

* Preparation and organization of food bank packages 2011 - 2013

**Calgary Drop-in and Rehab Centre**

* Food preparation and clean-up activities May 2014

**Foothills Academy**

* Foothills Walk, Run and Roll Marathon Fundraising Even 2008 – 2014