

LAUREN QUINLAN

(709) 682-8174 | lequinlan@mun.ca | www.linkedin.com/in/laurenquinlan2022

Experienced Sales and Marketing assistant with dependable organizational skills and a great eye for detail. Works well under pressure and very well in a team setting. Successful record in planning, communicating, and leading myself and others to success.

EDUCATION

Bachelor of Commerce (Co-operative) Degree

SEPTEMBER 2022 - PRESENT

Memorial University of Newfoundland — *St. John's, NL*

- Currently completing an undergrad degree, holding a current GPA of 3.80/4.00
- Dean's List in the Faculty of Business Administration for the 2023 – 2024 academic year.
- Anticipated graduation April 2027

High School Diploma

2022 GRADUATE

St. Bonaventure's College — *St. John's, NL*

- Finished on President Honors Roll and awarded over \$25,000 in various university scholarships

WORK EXPERIENCE

Sector Manager/Stakeholder relations

2022 - PRESENT

The Fund at Memorial University — *St. John's, NL*

- Assist in the management of junior analysts of Memorial University's student-lead investment portfolio. A long-term, value-focused fund that manages assets valued at over CAD \$325,000
- Prepare DCF, ESG, comparables, and other valuations on equities for pitches to alumni, mentors and peers
- Guide and support a team of 3 Junior Analysts in the development of position reviews
- Manage social media accounts, communication and proxy voting

Sales and Marketing Assistant

MAY - AUGUST 2022, 2023 AND 2024

Quinlan Brothers Limited - *St. John's, NL*

- Acted as a member of the strategic planning team and helped guide decisions in marketing, finance, recruitment, and general operations management
- Aided in the sales of local seafood, including cold calls, pricing, paperwork, and follow-up post-sale
- Performed administrative duties, including data entry, filing, invoicing, and fulfilling shipments

Fisheries Policy Analyst

JUNE - AUGUST 2024

Independent Dockside Grading Inc.

- Contributed to two major high-impact projects within the Marine industry
- Gained hands-on research experience by conducting experiments and studies
- Assisted in creating a budget and proposal for the development of new technology

Trained NCCP Figure Skating Canskate Coach

JANUARY 2020 - 2023

Skate Canada — *St. John's, NL*

- Fostered an inclusive and engaging learning environment for students
- Courses I completed in training include: planning a practice, making ethical decisions, coaching athletes with a disability, teaching and learning, and NCCP emergency action plan

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VOLUNTEER EXPERIENCE

Relay for Life Committee Member/Food Coordinator

SEPTEMBER - APRIL 2022 AND 2023

Memorial University of Newfoundland — *St. John's, NL*

- Raised over \$197,000 as a committee to fund cancer research
- Organized food for a 12-hour event with 400+ participants

Computers for Seniors

SEPTEMBER - JUNE 2021 AND 2022

St.Bonaventure's College — *St. John's, NL*

- Guided local seniors in using technology and basic tools such as emailing, calling family members, online subscriptions, etc

Elected Student Council Member

SEPTEMBER - JUNE 2019, 2020 AND 2021

St.Bonaventure's College — *St. John's, NL*

- Acted as Student Council Secretary, preparing meeting notes, planned charity events, and school events for students

ACTIVITIES AND INTERESTS

Open Starlites

2022 - PRESENT

Mount Pearl Paradise Skating Club— *Mount Pearl, NL*

- Self-coached team that competes at national level
- Demonstrate time management skills, effective communication (STARS), help organize team fundraising events
- Atlantic Canadian champions, Provincial champions and provincial leaders in the sport
- Dedicate roughly 8+ hours weekly to this passion between practice, off-ice training, and video review

AWARDS / CERTIFICATIONS

- Bloomberg Market Concepts
- **Marquee Training**, The Marquee Group : Building a Financial Model and Building a DCF
- Bronze Duke of Edinburgh Award
- **GOLD** freeskate skills, dance and freeskate
- Marketing Athlete Essentials : **NIL certification**
- Awarded over \$25,000 in university acceptance scholarships

SKILLS

- Experience in Microsoft Word, Excel, and PowerPoint
- Experience using Sage accounting software
- Attention to detail and accuracy, with an ability to work independently, multi-task and meet deadlines
- Strong leadership, teamwork, communication and interpersonal skills
- Excellent time management skills
- Strong organization skills
- Works best in fast-paced environments
- Strong verbal and written communication skills
- Dean's List in the Faculty of Business Administration for the 2023 – 2024 academic year.