

# SARAH EMMA JEAN SMITH

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## EDUCATION

### MEMORIAL UNIVERSITY OF NEWFOUNDLAND AND LABRADOR

Bachelor of Commerce Co-op (Class of 2024)

- Concentration in Accounting
  - Minor in French
  - Faculty of Business Administration Dean's List (2020-21), (2021-22) and (2022-23)
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## WORK EXPERIENCE

### THE FUND, MEMORIAL UNIVERSITY, ST. JOHN'S, NL - *Equity Analyst*

Sept 2023 - Present

- Produce equity research and investment pitches for a student-directed asset portfolio
- Utilize discounted cash flow valuations and qualitative analysis to evaluate potential investments

### BYRON D. SMITH PROFESSIONAL CORP, SPANIARD'S BAY, NL - *Accounting Technician*

May 2020 - Aug 2023

- Conducted internal control reviews
- Conducted year-end accounting and assurance engagements

### CLOVELLY GOLF, ST. JOHN'S, NL

- *Summer Canteen Attendant*

May 2022 - June 2022

- Stocking, opening and closing, inventory counts
- Serving food and beverage to members

### BDO CANADA, ST. JOHN'S, NL - *Co-op Student*

Jan 2022 - May 2022

- Conducted year-end accounting engagements
- Interacted with clients on a regular basis
- Organized office-wide meetings and activities

### ELECTIONS CANADA, ST. JOHN'S SOUTH - MOUNT PEARL, NL - *Registration Officer*

September 2021

- Registered voters for the 2021 federal election
- Completed forms and assisted voters in form completion
- Communicated with voters in both French and English

### TOWN OF BAY ROBERTS - *Tourism Councilor*

May 2018 - Aug 2020

### BAY ROBERTS CULTURAL FOUNDATION

- *Seasonal Employee*, May 2017 - Aug 2017

## EXTRACURRICULARS / VOLUNTEER

- Vice President, Commerce Class of 2024 Society, Memorial University of Newfoundland and Labrador (2021 - Present)
  - Vice-Chair, Commerce Class of 2024 Graduation Committee, Memorial University of Newfoundland and Labrador (2023 - Present)
  - Organizer, Fridays for Future NL Committee (2021 - Present)
  - Volunteer, Baccalieu Players Theatre Group (2021)
  - Youth Representative, Anglican Parish of Bay Roberts - Coley's Point (2018 - 2021)
  - Team Leader / Volunteer, Relay for Life (2018 - 2023)
  - Captain, Ascension Collegiate Cheerleading Team (2018 - 2019)
  - Cofounder, Refuge Youth Band (2018 - 2022)
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## ACHIEVEMENTS

- Peter and Janet Gardiner Scholarship for International Study (2023)
  - Harlow Travel Award (2023)
  - William A. Gruchy Memorial Leadership Scholarship (2022)
  - Chartered Professional Accountants Education Foundation of Newfoundland and Labrador Inc. Scholarship (2019-2020)
  - Rose Bowl Runner-up, Kiwanis Club of Carbonear Regional Music Festival (March 2019)
  - Awarded second place Annual French Speak Off Ascension Collegiate (March 2019)
  - Completed up to level 7 examinations with the Royal Conservatory of Music (2012 - 2018)
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## SKILLS

### Language Skills

Fluent in written and spoken French

- Explore Program for Intermediate French Studies at the Western University Trois-Pistoles School of French Immersion (2021)

### Employment Skills

- Proficient in Microsoft Office programs
- Knowledge of accounting softwares such as Caseware, Sage 50, Xero and Quickbooks
- Completed the World Host Customer Service Certification (July 2018)