

Bufan Zhao

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Skills & Abilities

- Driven self-directed learner focused on financial management, tax policy, banking, and investment products
- Trusted mentor and reliable team member
- Methodical in attending to detail; adept multitasker with excellent time-management skills
- Exceptional in interpersonal communication and customer service
- Proficient in Microsoft Office, Bloomberg, other software, and innumerable online media

Education

Memorial University of Newfoundland (Present)

- Bachelor of Business Administration degree program
- Cumulative average of 80+

Mentor College (high school)

- Obtained average of 90+ on the top six Grade 12 Courses, nominated Ontario Scholar
- Honour Roll Recipient

Experience

The Fund (Memorial's student-managed investment fund) – Analyst

- Conducted equity research to develop investment theses, and discounted cash flow models
- Performed economic, industry, and financial analysis to prepare and present equity pitches

Bombardier – Quote Analyst

- Conducted research and generated pricing and availability quotations of products
- Utilized SAP software, Microsoft Office, IBM Lotus Notes and etc.
- Responded to customer requests and inquiries

ACOA - Assistant Account Manager

- Reviewed and evaluated funding proposals
- Prepared written assessments of funding proposals
- Conducted market and industry research
- Undertook quality assurance activities for project management

Licences & certifications

- Bloomberg Market Concepts Certificate
- Student Pilot Permit holder
- Standard First Aid/CPR C/AED
- Driver's licence (Class 5 Full Licence)

Professional Memberships

- Student member, Canadian Professional Sales Association
- Student member, Supply Chain Canada