

# BUSINESS (MBA)

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## JUSTIN TIME

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### SUMMARY OF QUALIFICATIONS

- Highly motivated MBA student with over six years of experience in business development, sales and administration with local and international organizations.
- Demonstrated HR knowledge in change management, recruitment, performance measurement, engagement and strategic planning through MBA course: Managing People and Organizations
- Strong leadership qualities based on understanding and working with individuals to achieve their highest performance, while keeping a highly organized culture.
- Enthusiastic self-starter with proven ability to research, analyze and present data meaningfully, displayed in previous jobs and numerous university research assignments.
- Effective communicator with excellent organizational skills and ability to handle with drive and enthusiasm, multiple projects in fast paced environments.
- Successful in building and maintaining relationships with internal and external stakeholders by developing trust and executing on commitments.
- Proficient with MS Office, Lotus Notes, SAP systems and ability to learn programs and technology quickly.

### WORK EXPERIENCE

#### **Account Manager/ Branch Administrator**

**April 2007 to July 2009**

Sarah's Trucking Corporation, Vancouver, BC

#### ***Achievements:***

- Planned, developed and implemented sales strategies on maintenance programs and modernization fully reflective of customer requirements and competitive offerings.
- Supported business strategies and objectives by managing administrative functions for an office of 14 staff and completing additional tasks including accounts payable and receivable, payroll, research and activity reporting.
- Maintained 9001:2001 quality standards in the organization by acting as local ISO representative and performing biannually internal audits; successfully passed external audits.
- Effectively administered and monitored the branch biggest account, Canada Line, ensuring contract compliance and avoiding penalties.
- Improved service department efficiency by analyzing financial and qualitative contract data and working with engineers to improve weaker areas.
- Ensured currency of contract database by processing and managing SAP system records for over 700 contracts and more than 1400 units.
- Promoted in January 2010 to Account Manager in recognition of excellent client service and support.

**Project Administrator  
July 2007 to April 2008**

Hi-Gain Development Corporation Limited, Vancouver, BC

***Achievements:***

- Coordinated the flow of processes and monitored compliance with the statement of work for two multi-property resort projects, valued at over 70 million dollars.
- Organized and attended projects' design meetings and zoning events, and effectively liaised with officials, consultants and clients.
- Researched and compiled project data into monthly and quarterly project progress reports for the Board of directors and owners.
- Increased customer's satisfaction by providing effective after sales deficiencies/ warranty support.

**Account Manager**

**September 2005 to January 2007**

SC GREEN ITALY, Florence, Italy

***Achievements:***

- Secured desirable business by advising customers on telecommunication options, delivering customized solutions, and following up on a biweekly basis.
- Increased sales by 20% within a six-month period through strong product knowledge and assertive salesmanship.
- Responded to and investigated client questions and concerns in a professional manner by listening to their needs, researching alternatives and providing solutions.

**Account Representative**

**September 2004 to August 2005**

Mediplus, Florence, Italy

***Achievements:***

- Managed all aspects of consultative selling in the allocated territory including cold calling, appointment setting, needs analyzes, post sale follow-up.
- Developed mutual long term partnerships with physicians, pharmacists and local medical representatives.
- Co-developed and implemented sales/marketing strategy that resulted in 10 percent annual revenue growth.

## EDUCATION

**Master of Business Administration, University of Victoria, Victoria, Canada**

**August 2009 to Present**

[MBA Candidate– expected graduation April 2011]

- Specializing in International Business
- Awarded Entrance Scholarship

**Bachelor in Chemical Engineering, Gheorghe Asachi University, Iasi, Romania**

**October 1999 to July 2004**

## ACTIVITIES & INTERESTS

- Active member in the UVic's Executive Mentor and Professional Development programs; this involves participation in guest speaker and networking events, and ongoing communication with an assigned mentor.