

# Alan Guan

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## EDUCATION

### Ivey Business School, Western University

London, Ontario

Candidate for Bachelor of Arts, Honors Business Administration (HBA) - 3.7/4.0 cGPA

April 2024

- **Honours:** Western Scholarship of Distinction, Johnson Scholarship, Deans Honors List (2021-2022)
- **Relevant Courses:** Strategy, Operations, Data Analytics, Accounting and Finance, Databases/Info Systems

## WORK EXPERIENCE

### Monitor Deloitte

Ottawa, Ontario

Strategy Consulting Intern

Summer 2023

- Coordinated 10+ stakeholder engagement sessions and conducted financial analysis to advise provincial healthcare agency on the development of a new 5-year business strategy.
- Developed compelling material for a health transformation proposal by taking initiative in arranging and leading conversations with Senior Managers on adjacent work, ensuring alignment between leaders.

### Royal Canadian Navy

London, Ontario

Naval Intelligence Officer (Reserves)

2021– Present

- Successfully finished the Basic Military Officer Qualification Course, an intense five-week course, by maintaining strong personal resilience and teamwork in high-stress and unpredictable environments.
- Led a team of 12 officer candidates from different backgrounds through a challenging four-hour night mission; achieved a 92% score on the final military leadership evaluation.

### KPMG LLC

Ottawa, Ontario

Staff Accountant Intern

Summer 2022

- Prepared and verified financial statements of five organizations with net assets exceeding \$100 million by analyzing previous fiscal year's statements, verifying anomalies against client provided evidence.
- Conducted interviews with corporate controllers and CFOs of public hospitals to understand expenditures; obtained audit evidence to complete four cost audits according to Ministry of Health guidelines.
- Employed statistical audit sampling procedures by using internal accounting software and Excel to test organizations with over 1000+ employees and \$10 million in payables, cutting audit times by over 50%.

### Municipality of Halton Region

Oakville, Ontario

Economic Development Intern

Summer 2021

- Oversaw and co-delivered the Government of Ontario's Summer Company program at the municipality level by interviewing and selecting 8 youth entrepreneurs out of 55 applicants; provided mentorship throughout summer.
- Led 20+ consultations with early-stage small businesses on digital marketing and business growth strategies.
- Researched and presented report on local economic trends to five business owners, resulting in two businesses adopting the recommendations and report being posted on municipality website after positive feedback.

### Shopify Inc.

Ottawa, Ontario

Junior Support Advisor

Summer 2020

- Educated over 400 existing and prospective clients on Shopify's value proposition, ensuring unique customer problem inquiries are resolved through a personalized and value-added approach.
- Took ownership of feedback from managers, increasing service efficiencies and overall quality by over 200% whilst scoring a 95% satisfaction rating amongst clients, outperforming organizational targets.

## OTHER ACTIVITIES AND INTERESTS

### University Students Council

London, Ontario

Volunteer Director – Income Tax Clinic

2021 – 2023

- Planned and executed an income tax clinic that was accessible and compliant, serving over 750 students despite the uncertainty of the COVID-19 pandemic and client/volunteer turnout.
- Recruited and trained 100+ volunteer tax analysts on clinic and client procedures, developed engaging content to ensure high turnout and a 95% volunteer retention rate.

**Interests:** Public Policy, Economics, Entrepreneurship, Technology, and Bubbly™.

**Clearances:** Government of Canada "Reliability" security clearance holder, "Secret" clearance pending.