

Jordan Bonkowski

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Profile

- Enthusiastic, detail-oriented MBA Candidate, Edwards School of Business
 - Self-starter with a determined and responsible work ethic
 - Extensive experience in fast-paced settings that require effective multi-tasking
 - Outstanding project management skills including problem solving, organization and planning, and time management
 - Able to compile highly professional and comprehensive reports using technical tactics
 - Capable of presenting complex information to large groups with confidence
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Education

MBA Candidate with Internship Option

September 2016 – Present

Edwards School of Business, University of Saskatchewan

- N. Murray Edwards Entrance Award, 2016
- Completed MBA 829 Financial Statement Analysis (85%)
- Currently serving as an Intern with Vendasta Technologies

Bachelor of Science in Chemical Engineering

2011 – 2016

College of Engineering, University of Saskatchewan

- Degree received with Distinction (Academic Average 81.3%)
 - Golden Key International Honour Society Member, 2016
 - Dean's Honour Roll, 2013 – 2016
 - Thorvaldson Undergraduate Scholarship, 2015 – 2016
 - Greystone Scholar, 2011
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Experience

Marketing Analyst / Content Writer

January 2017 – Present

Vendasta Technologies, Saskatoon, SK

- Work closely with the Sales Development team to qualify inbound leads through extensive market research and organize weekly email campaigns that reach 100+ potential outbound leads
- Analyze quantitative historical data to identify trends and anomalies present within the organization's marketing strategy
- Contribute well-written, relevant content to Vendasta's blog and white label content library

Server

January 2016 – August 2016

May 2014 – October 2014

Montana's Cookhouse, Saskatoon, SK

- Balanced the needs of up to 8 tables (35 – 40 people) with 1 – 3 side tasks, providing exemplary service in a highly demanding setting
- Coordinated with 5+ co-workers to ensure workplace efficiency and customer satisfaction
- Contributed to franchise revenue by consistently surpassing \$1000 in sales per shift, promoting featured items, and up-selling to increase guest checks
- Ensured guest satisfaction by providing knowledgeable and honest answers to product inquiries
- Facilitated constructive feedback by promoting the franchise's survey program

Instructor
SCI-FI Science Camps, Saskatoon, SK

May 2015 – November 2015

- Designed engaging, creative, and informative activities for classroom workshops and summer camp modules by researching and adapting relevant educational curriculum
- Interacted effectively as a team member to deliver successful classroom presentations, promote enrolment in summer camp programs, and contribute to the success of each week's camp
- Supervised and instructed up to 20 camp participants each week in a variety of disciplines
- Acted as a role model for camp participants and encouraged the development of independence and respect

Server / Food Expeditor / Banquet Worker

May 2013 – September 2013

May 2012 – September 2012

Candle Lake Golf Resort, Candle Lake, SK

- Provided prompt, courteous, and accurate service to 8 – 10 tables (35 – 40 people) while assisting 3 – 4 coworkers with side duties that allowed for the restaurant's smooth operation
- Contributed to overall company profit by consistently selling in excess of \$1000 per restaurant shift and ensuring patrons returned as a result of positive guest experiences
- Inspected the quality of dishes leaving the kitchen and prepared each meal for adequate transport to tables while maximizing aesthetic appeal
- Aided in the successful operation of golf tournaments and weddings (40 – 200 people) throughout the season by providing catering and bartending services performed with the utmost professionalism

Volunteer Experience

Adopt-a-Family Organizer
MBA Representative Council

December 2016
Saskatoon, SK

- Served as adopted family's liaison and spearheaded fundraising efforts
- Successfully handled and budgeted more than \$600 in donations

Local Summit Delegate
Jack.Org

March 2016
Saskatoon, SK

- Evaluated current mental health initiatives put in place on campus through group discussion and anecdotal activities
- Generated new, unique methods designed to support the mental health of university students

Note Taker
University of Saskatchewan

September 2015 – December 2015
Saskatoon

- Transcribed lecture materials into clear, concise, and meticulously organized notes
- Published notes online in a timely fashion to enhance the learning of students registered with Disability Services

Student Volunteer
STEMfest 2015

September 2015
Saskatoon, SK

- Demonstrated scientific principles to 200+ children by partnering modified explanations with hands-on activities
- Assisted in the registration and direction of international delegates

Group Leader
Discover STEM

May 2015
Saskatoon, SK

- Provided leadership and guidance to 20 adolescent girls by assisting in the exploration of Science, Technology, Engineering, and Math related activities
 - Supervised and ensured the safety of overnight participants
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