

Marc Evans

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Profile

I am a determined individual with a strong work ethic, who values integrity, honesty, and pride in my work. Working to gain experience and build meaningful business relationships in the Real Estate industry.

Summary

- Intern with Partners Advantage GMAC Real Estate, Brokerage
- Fourth year Management student at the University of Ottawa
- Pursuing Real Estate License
- Great Interest in Project Management
- Strong Communication Skills
- Experience working in fast paced environment under pressure
- Strong analytical skills and ability to multitask
- Reliable and productive individual with proven networking skills

Education

Honours Bachelor in Commerce, with an option in Management 2004-Present

University of Ottawa, Ottawa, Ontario

- Expected graduation: December 2008
- Received Admission Scholarship

Eugene Tassé Entrepreneurial Challenge 2007

- Top six out of hundreds of applicants for ambitions in Real Estate

Real Estate Education

- Successful Site Management – REIC 2007
- Real Estate Development – Urban Land Institute 2008
- City Planning – City Of Ottawa 2008-Present
- Pursuing REALTOR's License – OREA 2008-Present

Relevant Experience

Real Estate Project Management

- Currently managing second residential construction/renovation project

Construction/Renovation Experience

- Nearly ten years of renovation and small scale construction experience

Other Work Experience

Junior Pay Advisor

March 2008- Present

Accounting Officer

2006-March 2008

Administrative Support Assistant (Acting)

2002- 2005

House of Commons, Ottawa, Ontario

- Provides a full array of pay and benefits advisory services to Members and HOC staff
- Responsible for accounts administration, processing and reconciliation.
- Prepared various reports and requests to assist in the management of activities and resources
- Member of the Directors Working Group alongside IBM in efforts to modernize entire directorate

Maintenance and Material Handling Employee

- Cooperated with Members of Parliament to increase efficiency of the workplace
- Synchronized efforts with various departments to ensure timely setups of committee and caucus rooms, and delivery of extremely sensitive materials

Fiber Optic Assembly Engineer, Fire Warden

September 2000-March 2002

JDS Uniphase, Ottawa, Ontario

Relevant Professional Skills

Organizational Skills

- Meticulous at prioritizing assignments
- Proficient at meeting tight deadlines
- Experience with numerous types of filing and data systems

Human Skills

- Coordinated and motivated groups when confronted with discouraging situations
- Worked in partnership with high profile individuals in a bilingual environment
- Effective interpersonal skills acquired through extensive customer service

Communication Skills

- Proven business communication skills acquired through the University of Ottawa
- Created and presented countless business reports
- Extensive experience with typing, data entry, phone and central radio systems

Interests and Activities

Sports: Drug-Free bodybuilding, full-contact martial arts

Travel: Eastern Canada and U.S.

Leisure: films, friends