

Alexander (Sandy) Bill
40 Glamorgan Drive
Kanata, Ontario K2L 1R2
Home: (613) 836-6432 Cellular: (613) 277-2278

SUMMARY

A highly qualified professional with wide-ranging expertise in finance, real estate, administration, and sales. A self-motivated team player who excels in marketing and administrative roles. Strong computer skill set including Microsoft Office programs. Displays excellent organizational, project administration, multitasking, and time management strengths. Takes the initiative to ensure accurate and efficient operations for business success. Bilingual (French and English). Enhanced Reliability Security Clearance.

EXPERIENCE

PARTNERS ADVANTAGE GMAC REAL ESTATE, BROKERAGE

Part of a team of dedicated REALTORS. Knowledgeable in both commercial and residential real estate serving the Ottawa and greater National Capital Region.

KELLER WILLIAMS SOLID ROCK REALTY, Ottawa, Ontario

2003 - Present
Real Estate Agent

Self-employed as a full-service real estate agent, assisting clients throughout the entire process of purchasing or selling their properties. Generate leads, deliver listing presentations, secure business, research markets, perform comparative market evaluations of properties, develop and implement pricing and marketing strategies, conduct open houses, prepare and negotiate contractual agreements of purchase and sale.

AGRICULTURE AND AGRI-FOOD CANADA, Ottawa, Ontario

November 2007 – April 2008
Finance Clerk

Responsible for reviewing and paying incoming invoices while following all procedures from Compliance Section 34. Personally responsible for all of Agriculture Canada's invoices from organizations and companies with names starting with the letters R through Z. Reviewed all invoices by following the governmental financial accounting compliance regulations, and paid them through the SAP (software accounting program).

BRAINHUNTER INC., Ottawa, Ontario - Public Works and Government Services Canada

May 2006-January 2007
Technical Writer

Performed a variety of duties for the Program Office of Public Works and Government Services Canada. Administered Invoicing for all consultants acting as the sole invoicing liaison for external consulting firms; Administered an internal software program (ARTS) which is used to track hours worked by employees towards all ongoing projects; responsible for creating security passes for all employees; Purchased all hardware, software, and office supplies both directly and through standing offers; Maintained service contracts and supplies for all office hardware; Create processes to improve efficiency and accountability for various tasks; Reviewed and paid travel

expenses.

CIBC WOOD GUNDY, Ottawa, Ontario

2001-2003

Financial Assistant

Worked directly with two financial advisors in day-to-day operations and to fulfil long-term objectives of business. Monitored daily transactions of clients and positive/negative cash balance reports. Handled paperwork and transactions within client accounts, including cash conversions old calculations. Created and prepared portfolio evaluations. Solved client and consultant problems.

SENSIBLE SECURITY SOLUTIONS, Nepean, Ontario

2000-2001

Security Consultant

Sold anti-virus solutions to North American corporations, liaising with clients and suppliers and maintaining relationships with manufacturers. Provided recommendations and responded to inquiries. Active in weekly sales and business meetings and technology briefing sessions for IT managers and senior management officials. Responsible for large territory, spanning companies with up to 1,500 computers anywhere in United States and Eastern Canada.

A Established distribution agreement with anti-virus software company.

A Became first company employee to complete sale within one month of commencing

TD WATERHOUSE, Ottawa, Ontario

2000

Investment Representative

Worked closely with clients, by telephone and in person, to assist them with their investment needs; opening new accounts, problem solving, regular follow-up of ongoing transactions, working effectively in a busy, high stress environment.

A Saved company \$250,000 by identifying attempted fraud.

A Received highest scoring during performance evaluation.

MERRILL LYNCH CANADA INC., Ottawa, Ontario 1999-2000

Sales Assistant

Oversaw and handled daily functions of numerous financial consultants, entering and monitoring fixed income and equity orders, setting up and monitoring account transfers, and liaising with clients. Performed administrative requirements, including opening accounts, completing documentation, typing, processing mail, filing, and foreign property tax calculations.

Banking Administrator 1997-1999

Oversaw banking operations of \$2,000,000,000-branch of world's largest financial brokerage firm. Accountable for performing daily banking duties, including receiving, reviewing, and inputting client deposits. Approved and issued client checks, and converted foreign currency. Received and reviewed all incoming couriers and mail for office of 200 employees, and prioritized and distributed to the appropriate departments. Invoiced individual brokers for administrative costs. Processed CSB redemptions, RRIF payments and RRSP de-registrations, registration of

certificates, deposits of shares, and bond certificates.

PROFESSIONAL DEVELOPMENT

Canadian Securities Institute

Canadian Securities Course - 2000

Conduct and Practices Course - 2000

Ontario Real Estate Association College

Real Estate Phase I – 2002

Real Estate Phase II – 2003

Residential Real Estate Phase III – 2003

Commercial Real Estate Phase III – 2005

Real Property Law – 2005

Principles of Appraisals – 2005

Condominiums - 2007

Architectural Styles - 2007

Risk and Liability Reduction - 2007

Title Insurance - 2007

Insurance Concerns for Buyers – 2007

Money Laundering – 2007

Recognizing Structural Deficiencies - 2007

RECO real estate update course- 2007

PERSONAL Long-term volunteer with the *Western Ottawa Resource Centre* (taking senior citizens to their hospital appointments) board member for the registered youth charity *The 411 Initiative For Change*. Whatsthe411.ca