

Luke A. Sullivan

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EDUCATION

Memorial University of Newfoundland

St. John's

Bachelor of Commerce (Co-op)

Sep 2022 - Expected May 2027

GPA: 3.80 / 4.00 ; **Average:** 82% ; **Honours:** Dean's Lists 2022 - 2023, Transforming Our Horizons Entrance Scholarship 2022-2023

PROFESSIONAL EXPERIENCE

Moxies

St. John's

Host

June 2023 – Present

- Welcome guests in a friendly manner.
- Arrange seating for guests and oversee the seating arrangement plan.
- Observe restaurant operations to gauge the pace of seating and dining.
- Address guest questions and demands with a courteous and effective demeanour.
- Support colleagues with supplementary tasks such as cleaning, restocking, and serving.
- Collaborate with team members and various departments as needed, fostering teamwork.

Orangestore

St. John's

Sales Associate

Sep 2019 – Sep 2022

- Provided exceptional customer service, including during busy periods, ensuring a positive shopping experience.
- Managed cash transactions and deposits accurately, maintaining cash handling integrity.
- Restocked and cleaned the store, ensuring a neat and organized customer environment.
- Conducted stock counts and assisted with store closing procedures.
- Addressed and resolved customer issues promptly and professionally.

SKILLS

- Proven ability to work independently and as part of a team.
- Excellent communication and interpersonal skills, fostering positive relationships with customers, colleagues, and teammates.
- Strong problem-solving abilities, effectively managing high-stress situations to ensure customer satisfaction.
- Highly organized and detail-oriented, able to observe and record data accurately using various information systems.
- Efficient time and resource management skills, optimizing productivity to achieve goals.

VOLUNTEER EXPERIENCE

The Fund at Memorial University

St. John's

Analyst

Sep 2023 – Present

- Produce and present equity research and investment proposals for a student-directed asset portfolio of over \$300,000.
- Prepare discounted cash flow, comparables, and other analysis to evaluate current holdings and potential investments.

Avalon Celtics

St. John's

Assistant Hockey Coach

Sep 2018 – May 2019

- Demonstrated drills during practices, contributing to player development.
- Planned practices to ensure skill progression and team cohesion.

ADDITIONAL INFORMATION

Awards: Duke of Edinburgh – Bronze award recipient.

Certifications: Marquee Group DCF & Financials, Bloomberg Market Concepts.