



JIANFU "JACK" ZHAO

CONTACT

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PROFILE

I am a consultant with experience in business strategy, organizational re-design, transformation analysis, and process redesign.

My background and experience coupled with a results-oriented approach allows me to provide unique solutions to clients' complex problems.

SKILLS

Oral communication: skills developed by working in teams and presenting in academic and professional events and conferences. Audiences ranged from 50-200 people.

Attention to detail, problem solving, and analytics skills developed through a wide array of academic coursework and relevant professional experience in producing high quality deliverables to clients.

Technical skills – Proficient in Microsoft Word, Excel (VBA, Macros), PowerPoint and Visio.

Design Skills – Limited proficiency with Adobe Illustrator from professional development courses at Systemscope.

Programming – Basic knowledge of Python 3 obtained at the University of Ottawa. Current participating in further education through enrollment of self-study courses.

References available upon request

EDUCATION

Bachelor of Commerce, Honors, Accounting and Management Information Systems & Analytics, Magna Cum Laude

Telfer School of Management, University of Ottawa

[September 2011 – April 2017]

CGPA: 8.3 (A-)

WORK EXPERIENCE

Consultant, Systemscope Inc.

May 2018 – March 2019

Systemscope is an Ottawa-based strategic consulting firm exclusively focusing on public sector priorities. As a Consultant at Systemscope, key activities and responsibilities consisted of:

Perform day-to-day management of tasks related to individual projects

- Working in project teams to hold consultations, meetings, and working groups with clients of varying terms in seniority
- Process and analyze meeting notes and client background documentation to be able to provide clients with deliverables defined in the scope of work.
- Provide clients with recommendations for improvements based on research from industry or activities of other governmental agencies / departments.
- Handing off project deliverables to project manager for delivery to client.

Plan, organize, and facilitate formal meetings with clients

- Plan and organize workshops to introduce the project, develop a deeper understanding of clients' pain points
- Facilitate and lead breakout groups with clients' senior management team to validate processes and develop "future state" models

Perform day-to-day administrative and project management tasks related to individual projects:

- Draft weekly status reports to communicate work plan and status to clients

EXTRACURRICULAR EXPERIENCE

VP External, Telfer MISA

April 2016 – April 2017

MISA is a student led organization specializing in the academic, professional, and social development of Telfer MIS students,

As VP External, key activities and responsibilities included:

- Drafting sponsorship package and obtaining sponsorships for events (\$15,000)
- Coordinating with industry professionals to attend networking / recruiting events