

JONATHAN HUNT

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FINANCIAL MANAGEMENT

Relationship Building ■ Infrastructure Investment ■ Risk Mitigation

Commercially astute, proactive and articulate professional with experience coordinating \$200M+ financial solutions gained within the banking industry. Recognised for ability to forge trusting relationships, identify revenue generating opportunities and manage multiple clients with diverse needs simultaneously. Meticulous attention to detail, strategic and results-oriented. Works well independently and collaboratively in high producing teams to deliver results within tight deadlines.

VALUE OFFERED

- Investment Structuring
- Financial Modelling
- Tender Application
- Market Research
- Business Development
- Revenue Generation
- Report Writing
- Credit Submission
- Relationship Management
- Regulatory Compliance
- Risk Management
- Facilities Agreements
- Marketing Initiatives
- Equity and Debt Financing
- Quantitative Analysis
- Business Presentations
- Due Diligence
- Financial Analysis

EDUCATION & PROFESSIONAL DEVELOPMENT

Graduate Diploma of Applied Finance and Investments, FINSIA, 2008

Bachelor of Commerce (Finance), Monash University, 2004

Excel and Financial Modelling Fundamentals

Risk Evaluation and Deal Structuring

PROFESSIONAL EXPERIENCE

ABC, Melbourne

Assistant Manager, Corporate Healthcare

Corporate Healthcare is a specialised division mandated to grow ABC's footprint in the aged care and retirement living space across Australia.

08/2004–Present

(12/2006–Present)

Appointed to manage six clients with bilateral and syndicated debt facilities each valued at \$50M+ while pursuing aggressive growth strategies across existing client portfolio. The role involved high complexity due to number of facilities managed by each client, elaborate aged care legislation and comprehensive regulation. Rapidly mastered knowledge required to successfully provide clients with relevant banking solutions by undertaking self-initiated research and learning from industry experts.

- **Provided critical support in the acquisition of new funding transactions worth \$68M** from a single client over an 18-month period. Created financial models, undertook project feasibility and assessed credit risks.
- **Facilitated credit approval of \$100M+ facilities** by analysing financial statements and conducting due diligence to validate transactions.
- **Coordinated drafting of facility agreements** for complex growth funding solutions worth \$78M. Interacted with corporate lawyers and customers to ensure smooth communication concerning projects.
- **Acquired \$33M+ in project development funding** by successfully tendering for new projects and negotiating viable business terms with clients.
- **Identified early warning signs of credit deterioration** and delinquency to avert potential losses by thoroughly monitoring covenant compliance and activity reports.
- **Selected by department head to mentor** and train new graduates. Provided clear expectations, created checklists and assisted in live training to support staff development.
- **Initiated extensive research** of regulatory and legislative environment to structure sound investment strategies.

Assistant Manager, Corporate Banking (05/2006–12/2006)
The ABC Corporate Banking division provides mid-size organisations with a suite of financial products including vanilla debt, transaction banking, trade finance, asset finance, leveraged finance and private equity.

Tasked with managing eight customers across diversified industries. Successfully met challenges to understand clients' key performance indicators, provide customised strategic advice and cultivate business relationships.

- **Grew client "share of wallet" \$15M+** by collaborating with product specialists to identify and execute cross-selling opportunities.
- **Earned excellent performance ratings** in customer satisfaction surveys by establishing and nurturing client relationships, demonstrating clear understanding of customer requirements and resolving queries promptly.
- **Monitored activity reports to check covenant compliance** and account delinquencies. Successfully passed internal audits and compliance reviews.
- **Mitigated risks by analysing financial data**, completing credit memoranda for review by Credit Executive and monitoring daily activity reports.
- **Executed \$4.5M term funding solution** that enabled client to pursue market leadership position in Victoria.
- **Prepared and followed through on credit submissions** for clients enabling the smooth execution of multi-million dollar projects.
- **Researched clients' corporate / financial history** and conducted SWOT analysis. Generated reports for internal stakeholders to identify revenue creation opportunities.

Assistant Manager, (ABC Graduate Program), Business Banking (08/2004–04/2006)

- **Participated in graduate group** tasked with rectifying faults in the business information system. Recommendations proposed were endorsed and implemented by the Review Committee.
- **Maintained pipeline of new transactions** from existing customers, achieving incremental growth of 3% annually for two consecutive years.
- **Executed annual review** and funding transactions for small to medium enterprise clients.

PRIOR ENGAGEMENTS

Vacation Employee, KPMG, 11/2003–01/2004

ACHIEVEMENTS

Runner-up in Higher Education Work-Skills Olympiad (HEWSO), Accenture Consulting, 2003
Volunteer Tax Advisor, Monash University, 2002

PROFESSIONAL MEMBERSHIPS

FINSIA
Toastmasters International

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Overview:

When Jonathan contacted me, it was clear that he was ready to pursue the next step in his career. He had been with the same employer since graduating from university three years ago. Due to a hiring freeze, Jonathan's promotion to "Manager" did not eventuate despite a letter of offer from his employer. He felt that his current title did not provide an accurate description of his capabilities.

My challenge was to effectively position Jonathan for roles where he could be competing against individuals who may have had more experience in the banking industry (there were many highly qualified and out-of-work bankers as a result of the global economic crisis) regardless of the title he currently held.

Tactics Employed:

The information gathering process was critical in transforming Jonathan's tasks into bottom line results. I also analysed sample job advertisements for the type of positions he was targeting. This enabled me to "close any gaps" not already captured through the information gathering questionnaires.

I used quantifiable results and balanced his "technical skills" (e.g. investments, legislation, risk assessment, financial modelling and analysis) with "people skills" (relationship building, effective communication, team work) to create a strong personal brand and convey his value.

As there were several directions he could pursue, I kept his "objective" sufficiently flexible by highlighting the industry and his core focus without specifying a specific title, followed by a short profile that pitched him at the level he was seeking and a snapshot of his capabilities (key words).

In the "Professional Experience" section, I listed his roles with the same employer as I would had he been with different employers. The reasons were twofold; first, it was aesthetically pleasing and easily scannable to the eye. Secondly, it clearly showcased his career progression with the same employer over the last three years.

I used an easy-to-read font and kept the resume in one colour (black text) to suit the conservative banking industry.

Results:

Just a few weeks after I completed his resume, Jonathan sent me the following email:

"I just wanted to take this opportunity to give you some feedback on my recent success in my job search. This week I've received two offers from two different organisations and have decided to accept one of them as a Relationship Executive with a major Bank. I have no doubt that it was the resume you helped me prepare which set the perfect stage to impress during the interview process. If I have any friends who ask for advice regarding their résumé or career coaching in general I will not hesitate to recommend you".

(This resume was written for the Australian market and appropriate spelling has been used. This document has also been reformatted from A4 to US Letter)