

# MATTHEW J. DONOVAN

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## PROFESSIONAL EXPERIENCE 1/2

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### **Sun Life Financial**

*Portfolio Manager*

*Project Management Specialist*

*Project Coordinator / Project Coordinator Co-op*

**Waterloo, Ontario**

Dec. 2020 - Present

Apr. 2020 – Nov. 2020

Jan. 2018 – Mar. 2020

- Support portfolio funding, resourcing, and traction for a 150+ person team and 100+ annual projects.
- Developed automated Excel/PowerPoint macros to track IFRS17 training progress. Monthly reports were generated to monitor compliance over 1000+ employees within 20+ identified groups.
- Updated VBA macros to generate automated emails within MS Outlook (previously IBM Lotus Notes).
- Used VBA and SQL to build a combined Excel front-end and Access back-end app to store and easily display 25,000+ pieces of employee knowledge across hundreds of identified knowledge areas.
- Built a SharePoint system to manage weekly resourcing information for 150+ employees.

### **Wilfrid Laurier University – Lazaridis School of Business and Economics**

*Coach*

*Business Case Competition Team Member*

**Waterloo, Ontario**

Sep. 2018 - Present

Sep. 2017 - Jan. 2020

- Coached team placing 1<sup>st</sup> out of 10 universities at the 2020 Family Enterprise Competition (USA).
- 1<sup>st</sup> out of 10 universities at the 2020 Jeux De Commerce Central Debate Competition (Canada).
- 1<sup>st</sup> out of 20 universities at the 2019 Belgrade Business International Case Competition (Serbia).
- 1<sup>st</sup> out of 16 universities at the 2018 University of Navarra International Case Competition (Spain).
- 1<sup>st</sup> out of 12 universities at the 2018 Solvers' Cup Case Competition (Hungary).
- Competitions focus on solving business issues such as market expansion, product awareness, recruitment, acquisition, etc. within either a short (3- or 5- hour) or long (24-hour) resolution period.

### **Lazaridis International Case Competition (LazICC)**

*Organizing Director*

*Academic Director*

**Waterloo, Ontario**

Dec. 2019 – Nov. 2020

Feb. 2018 - Dec. 2019

- Oversaw entire competition, including acquiring sponsors, creating marketing materials, managing a ~\$130,000 budget, and organizing the competition logistics (16 global universities).
- Wrote academic cases to be used during LazICC. Received ASAC 2019 Best Paper award.

### **Waterloo North Condominium Corporation 37**

*Treasurer – Board of Directors*

**Waterloo, Ontario**

Nov. 2017 – Oct. 2020

- Served as one of 7 board members responsible for representing 194 total units within the building.
- Managed and oversaw an annual budget of ~\$1,100,000 to allow for successful day-to-day operation.

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## PROFESSIONAL EXPERIENCE 2/2

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### Wilfrid Laurier University – Lazaridis School of Business and Economics

Waterloo, Ontario

BU111 Head Teaching Assistant

May 2019 – Apr. 2020

BU111 Teaching Assistant

Sep. 2017 – Apr. 2019

- Coordinated a team of 35 undergraduate teaching assistants running 68 total labs. Also acted as the primary contact for the 1,816 undergraduate students enrolled in BU111.
- Led a total of 16 labs over 8 terms, teaching 350+ students key business skills including case analysis, business planning, presentation skills, and financial analysis.

### Wilfrid Laurier University

Waterloo, Ontario

BU111 Major Course Redesign – Lead Participant

Sep. 2019 – Apr. 2020

- Completed academic research and met with industry professionals to identify BU111 content gaps.
- Created new lesson plans, assessments, and evaluation metrics for the 2,000 student/yr course.
- Developed associated training material to support the 30+ teaching assistants within the course.

## PUBLICATIONS

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LazICC – <i>Aligned Capital Partners Inc: Investing in Canada's Future</i>	Oct. 2020
LazICC – <i>Pearson: Building lifelong learning relationships</i>	Oct. 2020
LazICC – <i>Bald Baker: Feeding the need for growth</i>	Oct. 2019
BU111 – <i>HP Inc: The Role of Print in a Digital Life</i>	Sep. 2019
LazICC – <i>TD: Preparing for the Future of Banking (ASAC 2019 Best Paper)</i>	Oct. 2018
LazICC – <i>Shopify: Entering Commerce in India</i>	Oct. 2018
BU111 – <i>Starbucks Canada: Strategic Partnership</i>	Sep. 2018

## EDUCATION

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University of Waterloo - 2020

Honours Bachelor of Mathematics (87.7%)

Wilfrid Laurier University – 2020

Honours Bachelor of Business Administration (GPA 10.7/12)

## LANGUAGES

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**Native:** English

**Elementary:** German, Serbian, Spanish

**Beginner:** Czech, French, Hebrew, Italian