

Ivan Merrow

Email: ivan.mail.address@gmail.com | Website: <http://ivanmerrow.com>

EDUCATION

September 2011 – Present Queen’s University Kingston ON
Candidate for: Juris Doctor (JD), 2015 and Master of Business of Administration (MBA), 2014

September 2006 – June 2011 University of Waterloo Waterloo ON
Bachelor of Arts, Honours Psychology & Business Co-op

WORK EXPERIENCE

May 2011 – July 2011 Speechbobble Software Development Toronto ON
Business Development

- Researched competitors’ products to identify key updates to a terms of use contract.
- Designed marketing material and recruited prospective employees at industry events.

September 2010 – December 2010 General Dynamics Canada Ottawa ON
Contracts Administrator

- Assisted launch of a “Contracts Fundamentals” presentation with team’s managing lawyer.
- Planned and executed successful departmental website migration to SharePoint in 4 months.
- Created a project proposal, schedule, web-pages, workflows, and training material.

May 2010 – August 2010 VeloCity Mobile Media Incubator Waterloo ON
VeloCity Residence Life Don

- Led team building and skill development activities in an entrepreneurship residence.

May 2009 – August 2009 SOMOS Consulting Group Ottawa ON
Sales and Marketing Assistant

- Drafted a fully compliant and successful bid proposal to a major public sector client.
- Identified, contacted and matched bid-compliant consultants with target RFPs.

September 2008 – December 2008 President's Choice Financial MasterCard Toronto ON
Operations Analyst

- Investigated duplicate payments and flagged suspicious requests for further investigation.
- Delivered major cost savings in new card requests by modifying call center service policy.

January 2008 – April 2008 Mercer Financial Solutions Toronto ON
Technical Writer

- Created documentation and online help guides for billing and invoicing software.
- Designed a training package for future co-op students to minimize the learning curve.

May 2007 – August 2007 Seneca College Toronto ON
English as a Second Language Tutor

- Designed lesson plans, and facilitated group discussions for first-time and repeat clients.

