

Your Name

902-555-5555 your.name@email.ca

SUMMARY OF QUALIFICATIONS

Exceptionally well organized and resourceful Professional with more than six years' experience and a solid academic background in accounting and financial management; excellent analytical and problem-solving skills; able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment.

EDUCATION

Bachelor of Commerce, Saint Mary's University, Halifax NS 2010

Major: Accounting, Minor: Computer Information Systems

ACCOMPLISHMENTS & COMPETENCIES

Accounting and Financial Management

- Over 5 years' experience in accounting and bookkeeping experience including accounts payable acquired in positions at Baker Tilly, Special Olympics and Eastlink.
- At Special Olympics, developed and maintained accounting records for up to fifty bank accounts.
- At Baker Tilly and Special Olympics, formulated monthly and year-end financial statements and generated various payroll records, including federal and provincial payroll reports, annual tax reports, etc.
- Tested accuracy of account balances and prepared supporting documentation for submission during a comprehensive three-year audit of financial operations at Special Olympics.
- Formulated intricate pro-forma budgets at Baker Tilly.

Information Systems Analysis and Problem Solving

- Converted manual to computerized accounting systems for Special Olympics within 8 months.
- Over 4 years' experience using SAP for payroll and accounts payables at Special Olympics.
- Analyzed and successfully reprogrammed software to meet customer requirements at Baker Tilly.

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WORK HISTORY

Bookkeeper, Baker Tilly, Dartmouth, NS (2020 – Present)
Accounting Coordinator, Special Olympics Nova Scotia, Halifax, NS (2016-2020)
Student Intern, Accounting Development Program, Eastlink, Halifax, NS (Summer 2016)

PROFESSIONAL AFFILIATION

Member, CPA Nova Scotia Student Chapter 2013-2016

COMPUTER SKILLS

Proficient in MS Office (Word, Excel, PowerPoint, Outlook, MS Teams), QuickBooks

Knowledge of Accounts Payable processes using the SAP system.