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**Business – Accounting**

**Resume Sample**

# JOHN SMITH

# Toronto, On M9G 3R2 | (416) 749-2223 | josmit01@guelphhumber.ca

**ACCOUNTING CLERK**

Skilled and analytical professional offering a business administration and accounting background. Offer a comprehensive skill set with blended experience as a Junior Accountant, Customer Service Assistant and Office Assistant. Adept in compiling and analyzing data through managing and assessing cash flows and maintaining consolidated reports.

**COMPETENCY PROFILE**

**Technical Proficiency:** Simply Accounting | Quickbooks | SAP | Microsoft Office Suite

**Business Training:** Accounting | Data Entry | Financial Planning | AP/AR | Taxation | Professional & Ethical Behavior | Client Relations | Reporting & Documentation

**EDUCATION**

**University of Guelph Humber |** Toronto, ON **Sept 2015 – Apr 2019**

University of Guelph

* **Honours Bachelor in Business Administration**

Humber Institute of Technology and Advanced Learning

* **Diploma in Business Administration, with emphasis in Accounting**

*Highlighted Coursework:* Intermediate Accounting II, Advanced Managerial Accounting, Advanced Financial Accounting, Taxation I & II

**WORK EXPERIENCE**

**JUNIOR ACCOUNTANT |** BeneFACT Consulting Group Inc. – Mississauga, ON **May 2018 – Aug 2018**

* Increased fraud prevention by 30 % by auditing company records
* Investigated, compiled and summarized data to support records for an audit by the Internal Revenue Service (IRS)
* Prepared and audited income tax returns for individuals and major institutions
* Maintained and organized client books through financial statement preparation

**CUSTOMER SERVICE REPRESENTATIVE |** TD Canada Trust – Toronto, ON **Sept 2017 – Apr 2018**

* Increased branch loan production volume by 15% by selling and referring bank products to customers based on specific sales focuses
* Identified prospective clients and developed and implemented sales presentations for clients
* Created and processed client accounts efficiently

**OFFICE ASSISTANT |** Business School, Humber College – Toronto, ON **Sept 2016 – Apr 2017**

* Researched, analyzed and catalogued data for the development and implementation of the Business School’s strategic marketing plan
* Contributed to the design of long-range marketing strategies to prospective students by researching marketing trends
* Supported staff and faculty in all necessary administrative duties as needed

**VOLUNTEER EXPERIENCE**

**UNIT OFFICE ASSISTANT |** Canadian Cancer Society – Toronto, ON **May 2017 – Aug 2017**

* Increased customer retention by 20% by answering the telephone, assisting with walk-in inquiries, following up on client issues
* Handled all incoming and outgoing mail using established procedures
* Distributed brochures, flyers and other Canadian Cancer Society materials

**PROFESSIONAL DEVELOPMENT**

**Microsoft Office Specialist, Excel (MOS) -** April 2016

**Canadian Securities Course (CSC)** – June 2015

**\*If you have a 2nd page, please make sure it is at least ¾ full**

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