

Business – Accounting

Resume Sample

YOUR NAME

TORONTO, ON M9G 3R2 | (416) 749-2223 YOURNAME01@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

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