

## 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**

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

**Need more help?** Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email:  
[career@guelphhumber.ca](mailto:career@guelphhumber.ca)

Job and Placement Portal: [ghworks.guelphhumber.ca](http://ghworks.guelphhumber.ca)