

John Smith

7 Leland Road
Toronto, Ontario M9G 3R2
(416) 798-1331
johnsmith@guelphhumber.ca

Professional Profile

- Strong statistical and data management skills developed through accounting projects undertaken in university and the workplace
- Skilled at complex data compilation and analysis through managing and assessing cash flows, and maintaining consolidated records
- Providing outstanding customer service by building and maintaining professional relationships
- Adapts well to new situations and comfortable working in a fast-paced environment
- Excellent written and oral communication skills gained through continuous interaction with customers
- Proficient software skills in Simply Accounting, Quickbooks, Microsoft Office and Outlook

Education

University of Guelph-Humber

2010 - Present
Toronto, Ontario

University of Guelph

- Honours Bachelor of Business Administration

Humber Institute of Technology and Advanced Learning

- Diploma in Business Administration, with an emphasis in Accounting

Honour's List

2014

Selected Coursework: Intermediate Accounting II, Advanced Managerial Accounting, Advanced Financial Accounting, Taxation II, Auditing III, Accounting Theory

Work Experience

Junior Accountant

BeneFACT Consulting Group Inc.

May 2012 - August 2012

Mississauga, Ontario

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

Customer Service Representative (CSR)
TD Canada Trust

September 2011 - April 2012
Toronto, Ontario

- Created and processed client accounts while providing excellent customer service
- Sold and referred bank products to customers based on specific sales focuses
- Identified prospective clients, and developed and implemented presentations for clients
- Increased branch loan production volume by 15%

Office Assistant
Business School, Humber Institute of Technology and Advanced Learning

September 2010 - April 2011
Toronto, Ontario

- Assisted with the design of long-range marketing strategies to prospective students
- Researched, analyzed and catalogued data that was utilized in the development and implementation of the Business School's strategic marketing plan
- Supported staff and faculty in all necessary duties as needed

Volunteer Experience

Unit Office Assistant
Canadian Cancer Society

May 2011 - August 2011
Toronto, Ontario

- Provided outstanding customer service by answering the telephone and assisting with walk-in inquiries, increasing customer retention by 20%
- Handled all incoming and outgoing mail using established procedures
- Distributed brochures, flyers and other Canadian Cancer Society materials as necessary

Certifications

Microsoft Office Specialist - Excel (MOS)

April 2013

Canadian Securities Course (CSC)

June 2012

References Available Upon Request

Adapted from Source:

Yate, Martin. "Finance, Banking, and Insurance." Knock 'em Dead Résumés: Smart Advice to Make Your Online and Paper Résumés More Productive. 8th ed. Avon, MA: Adams Media, 2008. 180, 185. Print.