

# Aaron Quinn

aaronquinn.ca

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## EDUCATION

Get Coding Coaching Program 2021 – Present  
*Get Coding NL*

Bachelor of Commerce (Co-operative) degree program 2015 – 2020  
*Memorial University of Newfoundland, St. John's, NL*

General Studies 2012 – 2014  
*Memorial University of Newfoundland, St. John's, NL*

## WORK EXPERIENCE

**Identity Protection Service Agent** Dec 2020 – Present  
*Canada Revenue Agency*

- Trusted to access and handle deeply sensitive personal information of Canadian taxpayers
- Acted as first point of contact for taxpayers facing potential or confirmed identity fraud, helping them restore their tax profile and credit standing
- Elected by management to mentor new employees into the program

**Work Term Three** May 2019 – September 2019  
*The City of Mount Pearl*

- Assumed responsibility in handling and verifying financial accounts for the city's public facilities
- Reconciled and verified bank statements in for the city's accounts payable and receivable
- Trusted to hold sensitive employee information in confidentiality such as salary, address, and reasons for leave
- Required to prepare routine accounting material in a timely matter of which senior accountants relied on

**Work Term Two** September 2018 – December 2018  
*The Salvation Army*

- Personally responsible for multiple clients in eastern Canada and Bermuda
- Completed work independently while also working within a team environment
- Thoroughly reviewed and processed journal entries for client invoicing
- Developed a step-by-step manual referencing accounting software for future students

**Work Term Three**

January 2018 – April 2018

*Hickman Automotive Group*

- Issued vendor payment including priority vendor scheduling for company discounts
- Reconciled all parts ordering for accuracy
- Release payments for employee's expense reports
- Posting of all incoming company invoices to in-house software
- Contact with company vendors in order to verify invoicing and payments

**Vehicle Inspector/Valet**

April 2013 – September 2017

*Hickman Chevrolet Cadillac, St. John's, NL*

- Inspected new vehicle stock for in-transit damage, a potential source of large avoidable expense should it be done incorrectly
- Recorded and prepared damage reports for insurance claim representatives
- Co-ordinated with fleet department management in delivery of large quantities of commercial vehicles
- Communicated with a sixteen-person sales team to resolve on-going daily demands
- Required to consistently work efficiently in an independent setting as well a team member, delegating work to colleagues
- Trained new hires in vehicle inspection processes

**VOLUNTEER EXPERIENCE****Mentor**

September 2014 – August 2017

*Big Brothers Big Sisters of Canada*

- Admitted to mentoring program after interview and background screening process
- Provided role model position for paired child
- Maintained professional and appropriate relationship with the youth, caregiver, and case worker
- Earned position of trust in overseeing children unattended by caregiver, as well as holding in confidence any personal matters shared
- Adhered too protected privacy and confidentiality agreements as per organization's policy

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## SKILLS

### Computer Proficiency

- Full stack Web Development
  - React.js
  - Node.js & Express.js
  - Bootstrap
  - MongoDB
  - Git
  - Heroku
- Experience in Java (OOP)
- Experienced in selecting hardware and assembling computers

### Teamwork

- Elected by supervisors within CRA to have new hires job shadow and trained in under my supervision
- Vehicle inspection with Hickman Motors required a high level of independent work, supervised group work, and delegating work to others while concurrently prioritizing work on an urgency basis
- Promotion to Crew Trainer with McDonalds entailed developing and demonstrating teamwork skills in those who are just joining the workforce

### Communication

- Experienced in liaising amongst external associates in a professional manner
- Received multiple quarterly feedback from CRA quality assurance praising empathetic communication skills with taxpayers along with the ability to placate irate taxpayers
- Competent in confidentiality clauses, with demonstration in multiple instances

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## REFERENCES

Mr. Chris Somerton, CPA, CMA  
Finance Manager, The City of Mount Pearl  
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