

## JOHN SMITH, B.A.

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### ACCOUNTANT

Highly-organized and detail-oriented hard worker offering a solid academic foundation in accounting plus hands-on experience providing excellent support on initiatives that can have Canada-wide impact. **Willing to accept responsibilities beyond immediate job description at management's request.** Accurately perform a broad range of functions in fast-paced environments, regularly completing assignments ahead of schedule. Exercise strong customer service acumen to establish and maintain professional ties with suppliers and staff.

Quickly earn the trust, confidence, and respect of colleagues and management in extracting financial data from multiple sources to prepare an array of financial reports for budgeting, forecasting, expenditure tracking, and key decision-making purposes. Advanced user of Simply Accounting, Excel, and Word; comfortable using Caseview, Outlook, and PowerPoint with added rudimentary knowledge of Integrated Financial Management System. Apply rapid learning curve in coming up to speed on software intricacies. Fully fluent in English, Mandarin, and Cantonese. Proven "multi-tasker" driven by high ethical standards; repeatedly commended for "going the extra mile" to deliver superior results.

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### KEY STRENGTHS

#### Areas of Completed Study

- Financial Management & Measurement
- Performance Management & Measurement
- Strategic Management & Partnerships
- Risk Management & Governance
- Customer Profitability Analysis
- Balanced Scorecard Application
- Process Management Implementation
- Self-Directed Work Team Implementation
- Customer Loyalty
- Proactive Communications

#### Added Value

- Financial Analysis
- Accounting
- G/L
- Expense Tracking & Analysis
- Reconciliations
- Payroll Processing
- Accounts Payable
- One-On-One Staff Training & Supervision

### EDUCATION & PROFESSIONAL DEVELOPMENT

#### Future Educational Goal

CMA British Columbia 2011 – 2013  
**Stated to enroll in Certified Management Accountant (CMA) Strategic Leadership Program**

#### Directly Relevant

CMA Canada • Strategic Management Certificate	2011
CMA Canada • Customer First Series Certificate	2011
CMA British Columbia • CMA Accelerated Program	2010
CMA Canada • A Primer on International Grade	2010
CMA Canada • Privacy Preview	2010
CMA British Columbia • Introductory Management Accounting	2009
British Columbia Institute of Technology • Introductory Financial Accounting	2003 / 2007

#### Additional

Department of Justice • Implementing Government Policy	2002
Institute of Canadian Bankers • Investment Funds of Canada	1998
University of British Columbia • B.A. in Political Science	1995