

# Diana Liu

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## EDUCATION

### University of Toronto

Graduation Date: Jun 2025

*Bachelor of Commerce: Specialist in Accounting, Minor in Statistics*

- Completed Courses: Intermediate Financial Accounting I, II & III, Managerial Accounting, Capital Market Theory, Auditing I, Canadian Income Taxation I, Data Analysis with Financial Accounting Information, Statistical Theory
- In Progress Courses: Advanced Financial Accounting, Corporate Finance, Methods of Data Analysis

### Online Courses

- CPA Canada: A CPA's introduction to AI, Introduction to blockchain technology; Rotman Commerce: AI and Accounting Seminar; CPA Ontario: PowerBI workshop

## WORK EXPERIENCE

### University of Toronto Student Union Tax Clinic

*Volunteer*

Jan 2024 - Present

- Understand client's tax circumstances, organizing supporting tax documents, and filing their tax returns with EFILE
- Provide superior service to clients through explaining tax information, assisting in tax planning, and research

### SkyVenn

*Office Coordinator (Remote)*

May 2023 - Aug 2023

- Scheduled and conducted interviews with potential candidates, resulting in the hiring of top talent
- Contacted and aided in the process of securing partnerships with potential clients
- Managed business communication for a team of employees, handling emails and phone calls daily
- Assisted with internal audit and payroll processes with Quickbooks, ensuring transparency with clients

### Elections Canada

*Information Officer*

Temporary in 2019

- Greeted electors at the main entrance and directed them to the polling station or registration desk
- Ensuring that the polling place remains safe, counting the ballots, and provide information and assistance as needed

## EXTRACURRICULAR EXPERIENCE

### Hart House Debate Club

*Executive Team Member*

June 2023 - Present

- Represent Hart House Debate Club to external organizations such as high schools, donors, and other universities to establish on-going relationships and coordinate joint events and bring debate to more people
- Collaborated with executive team members to develop and execute strategies for hosting competitions, resulting in increased club membership, engagement, and revenue

### Landsberg-Lewis House Council, University College

*House Council - Treasurer*

Oct 2022 - Apr 2023

- Planned, organized, and led monthly student events alongside other house council members, resulting in increase in participation of 30% and higher student community engagement
- Implemented a budget management system in Excel that reduced expenses while ensuring activities were fully funded
- Reimburse spending according to financial policies and perform account reconciliations
- Developed and executed a fundraising strategy that generated a budget surplus for student activities

### Competitions

- *Debate Competitions:* British Parliamentary National Championships 2023, Hart House Toronto Open 2023, Hart House Inver-Varsity 2022 & 23, McGill Central Novice 2023, Guidon Cup UOttawa 2024
- *Case Competitions:* Accuracy Business Cup 2024

## ADDITIONAL INFORMATION

### Scholarships

- BC Achievement Scholarship, Chilliwack Foundation Scholarship, BC Summer Games Legacy Scholarship, Laura Copan Bursary, Sardis Secondary Leaders of Tomorrow Award

### Army Cadets Canada

2015 - 2021

- During my 6 years with 1725 Royal Canadian Army Cadet Corps I rose through the ranks to become a Master Warrant Officer and hold the position of Squadron Sergeant Major, second in command overseeing the training of 70 cadets

### Tools

- Beginner: PowerBI, LaTeX
- Intermediate: SQL(Access), R(R Studio), Python, Tableau, Git(GitHub),
- Advanced: Word, Powerpoint, Excel,

### Hobbies

- Reading, Journaling, Cooking & Baking