

Fiona Chen

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SUMMARY

- Demonstrated expertise in financial reporting, forecasting, and budgeting through professional roles in business development and auditing.
- Proficient in Python, SQL, VBA Macro, Excel, and Power BI, enhancing financial and data analysis capabilities.
- Holder of Coursera Intuit Professional Bookkeeping Certificate, enriching foundational skills in finance.

EDUCATION

Specialization in Accounting, University of Western Ontario, London, ON 2019 – 2024

CPA Candidate Expected by 2027

RELEVANT EXPERIENCE

Business Development Associate, Ivey Career Management, London, ON 05/2024 to 08/2024

- Engineered an advanced Python tool to interact with LinkedIn APIs, automating the search and filtration of potential employers, which increased job search efficiency by 30% and expanded professional networking opportunities
- Utilized Power BI to analyze and visualize job market trends, creating insightful, dynamic presentations that informed strategic recruitment and engagement strategies
- Led a project to streamline data extraction processes, reducing manual input and enhancing the accuracy of employer data, directly supporting targeted marketing and recruitment campaigns
- Collaborated with team members to interpret data analytics results, delivering actionable insights that influenced the development of tailored programs for student-employer engagement

Business and Marketing Intern, Youth Opportunities Unlimited, London, ON 05/2023 to 08/2023

- Developed and managed comprehensive financial budgeting plans for a non-profit organization, utilizing cost accounting to optimize internal management and external reporting, significantly improving financial control mechanisms
- Conducted a detailed variance analysis on operational costs, identifying inefficiencies and implementing solutions that achieved a 20% reduction in expenses, directly benefiting financial sustainability
- Documented and analyzed over 50 accounts in collaboration with the food management team, enhancing the accuracy of financial records and supporting stringent audit requirements
- Applied knowledge of IFRS and ASPE in constructing feasibility assessments and managerial budgets, which facilitated strategic financial decision-making and enhanced organizational financial goals

Audit Intern, BDO, Hong Kong 06/2022 to 08/2022

- Implemented Python and Excel VBA scripts to automate audit processes, increasing efficiency by 20% and ensuring high standards of accuracy and compliance with HKCPA regulations
- Reconciled financial statements for 22 accounts, enhancing financial accuracy and integrity, which fostered trust and confidence among stakeholders and regulatory bodies
- Authored comprehensive notes and disclosures for audit reports, aligning financial categorization with Hong Kong financial regulations, thus improving the transparency and reliability of financial disclosures
- Utilized QuickBooks for detailed financial validations to ensure the accuracy and consistency of audit data, contributing to the overall quality and reliability of audit outcomes