

Jordan Lee

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EDUCATION

Wilfrid Laurier University - Lazaridis School of Business and Economics

- **Honours BA in Economics and Accounting** Sept 2013 - Apr 2017
- **Graduate Diploma in Accounting** May 2017 - Aug 2017
 - Developed competencies in tax, auditing, financial statement analysis, internal controls, and accountancy through specialized university courses that are accredited to obtaining a CPA
 - Excellent communication, teamwork, problem solving, and leadership skills developed through working in team-based university projects

WORK EXPERIENCE

Electronic Products Recycling Association (EPRA)

Oct 2017 - Present

Accountant – Receivables and Payables

- Utilize SAP by Design as an accounting system tool to enter journal entries and analyze AR/AP reports
- Run routine bank reconciliations, forecast reports, ACH and cheque payments on a weekly basis
- Assisted in large scale tax audit project from the CRA to help obtain tax refunds for previous years

Region of Peel Paramedics Services

May 2016 - Aug 2016

Administrative Assistant

- Organized medical invoices, truck schedules, and equipment forms for auditing purposes
- Performed physical and system reconciliation as part of an equipment inventory project
- Researched different product vendors to accommodate the paramedic's medical needs

Boys and Girls Club of Canada

Aug 2015

Internal Auditor

- Reperformed and reviewed the internal controls of the company and focused on the accounts payable cycle
- Developed strong analytical, research, and organization skills from invoice and expense claim sample audits
- Reviewed and analyzed the company's charitable donations received and reported findings to my direct manager

CHS Business Solutions

June 2015 - July 2015

Accounting Trainee

- Prepared monthly reconciliations and journals entries in software modules
- Developed proficiency in: Quickbooks, Sage 50, Caseware, and ProFile T1 personal and T2 corporate tax returns
- Developed competency in posting journal entries in appropriate industry specific accounts

Part Time Positions

- **National Ballet of Canada – Receptionist** Feb 2018 - Aug 2019
- **Farah Foods - Cashier** Oct 2015 - Apr 2016

INTERESTS AND SKILLS

- Intermediate proficiency with Microsoft Office Applications & VBA programming
- Cooking and Baking
- Sports: Baseball, Volleyball, Badminton
- Arts: Drawing, Dancing, Piano