Ryan Urabe

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| Peterborough, ON K9K 2G7 K9K 2G7, Peterborough, ON | 705 868 5011 | RyanUrabeToronto@gmail.com |

Education

Bachelor of Management and Organizational Studies: 09/2019 to 04/2023

Honours Specialization in Finance & Administrations

King's University College at Western University - London, ON

* Dean's List, First Year (2019-2020)
* Dean's List, Third Year (2021-2022)

My Workplace Objective

My objective when working at entry level positions is to further my knowledge and understanding of the field of finance, data science, and/or accounting. Now, my workplace experiences, especially financial/accounting, have been few and far between. I'm sure this can be seen below. However, I have confidence that my desire to learn will allow for a relatively smooth integration into any financial/accounting position.

Work History

Front Desk Receptionist 05/2020 to 08/2020 & 05/2022 to 08/2022

Dr. Christine Moore’s Dental Office – Peterborough, ON

* Managed customer payments (handled confidential information) as well as payments from insurance companies (sent off estimates and invoices).
* Performed end-of-day/end-of-month reconciliations.
* Took part in other administrative tasks such as: greeting/getting to know patients, booking patients, organizing files to help office run more smoothly and answering phone calls.

Landscaper 06/2021 to 08/2021

Cressman Tree Maintenance & Landscaping Ltd – Cobourg, ON

* Cultivated and replanted trees and plants to maintain landscaping areas.
* Performed planting, watering, mulching, and edging of lawns.
* Managed and coordinated installation of complex landscaping projects.
* Work multiple sites with flexible hours.

Interim Accounting Club Leadership Position 12/2020 to 04/2021

King's University College Student Council – London, ON

* Took on the role half-way through the year (Previous leadership team left spots vacant).
* Hosted a CPA information session for club members and other King's students (within a budget)
* Helped members connect with a CPA representative.

Skills

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| * Work Organization and Prioritization * Basic Accounting (reconciliation) * Team Collaboration and Cooperation (Coachable too) | * Problem-Solving And Statistical Analysis * Intermediate Python Knowledge * Microsoft Office Proficiency (Excel Focused) |

* Work Organization and Prioritization
* Workflow Efficiency
* Team Collaboration and Cooperation (Coachable too)
* Problem-Solving And Statistical Analysis
* Intermediate Python Knowledge
* Microsoft Office Proficiency (Excel Focused)

Certifications

* WHMIS
* AODA
* Ontario Health IPAC certification

Hobbies

* Sports: Hockey, Baseball, Golfing, Rowing, Skiing
* Music: Piano (Grade 6 Royal Conservatory level) and guitar (self-taught)
* Camping and Canoeing