

Sebastian Bravo

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Skills and Qualifications

- Excellent communication skills when working with team members, managers, and client/customers that was originally cultivated with prior retail experience.
- Performed work that required an analytical mind to provide client/customer satisfaction.
- Effective use of time management to balance time between work, study, and school.
- Team-oriented when working with co-workers or fellow students to tackle any work assigned and problems that may arise.
- Skills in Accounting obtained through bachelor's degree from University of Guelph
- Proficient with SQL and Python that was reinforced in the Analytics program at Mohawk.
- Proficient with Microsoft Office 365 (Excel, Word, Powerpoint, Access) demonstrated in Analytics program at Mohawk and through a Microsoft Office Specialist Core certificate.

Education

Mohawk College – Analytics for Business Decision Making (Sept. 2021 – Present) **Graduate Certificate**

- Achieved a GPA of 92.00 during the first semester of the program.
- **Relevant Coursework:**
 - Data Modelling – Learned how to describe and use different datatypes, apply different analysis techniques, and learned how to utilize Microsoft Visio to model data relationships using Crow's Foot Notation to better model business processes.
 - Programming – Applied fundamental program techniques using JavaScript and Python and developed introductory programs for analytics problem solving.
 - Database Analytics – Used Access to learn database terms and demonstrate relationship models, performed custom queries using SQL. As well as data cleaning before loading into database using Tableau Prep.
 - Statistics – Prepared assignments which summarized numerical data, incorporated probabilities, estimating population means and proportions, and regression analysis.
 - Learned visualization techniques using IBM Cognos Analytics and Tableau to better gain insights on business datasets and produce business intelligence reports.
 - Project planning skills reinforced in group work in second semester for HEAD Competition and Capstone Project.

University of Guelph – Bachelor of Commerce, Accounting (Sept. 2013 – April 2018)

- Maintained a GPA of 3.19 throughout my years at the University.
- **Relevant Coursework:**
 - Taxation – Personal and corporate taxation (credits, tax regulations, basic tax planning techniques).
 - Auditing – Concepts of materiality and audit risk, techniques for gathering audit evidence.
 - Financial Accounting – GAAP, accounting cycle, preparation of financial statements, consolidation, accounting for current and non-current assets/liabilities.
 - Management Accounting – Cost control, cost determination, profit-volume analysis, capital investment analysis, process costing.

Professional Experience

Triumph Tool Ltd.

(May 2020 – Jul 2021)

Accounts Payable Clerk

- Worked directly with the Controller to handle the Accounts Payable side of accounting team to process daily invoices, employee expense forms, and other documents as well as perform the weekly payment schedule.
- Corresponded with suppliers and other stakeholders when there were issues with invoices, shipments, and payment schedules in a calm and professional manner. Escalated issues if necessary and conveyed them to the proper member of management.
- Reconciled account statements to obtain missing invoices and contact vendors when necessary if a discrepancy in the account statement arose.
- Adapted to perform cross functional tasks when necessary, such as clearing customs for low value shipments.
- Helped update how documents were processed by helping integrate with the new document imaging system by uploading all relevant documentation (invoices, packing slips, etc) into the cloud to shift away from traditional paper documentation.

Sleeman Breweries

(Dec 2018 – Jan 2020)

Accounts Payable Jr. Associate

- Worked in a fast paced and team-oriented environment in the AP office and assisted team members with duties as needed.
- Entered invoice entries through Oracle to support AP team in compliance with policies and procedures and validated invoices batches during end of day to ensure there were no holds.
- Authored weekly excel reports of Uninvoiced Receipts Report and Accruals of Invoices for the AP Supervisor.
- Audited various documents such as the end of day invoice register and internal P-Cards to ensure correctness and accuracy as well as to note missing information where necessary.
- Corresponded with other employees when entering and validating employee expense forms for clarification, as well as communicated with clients when assisting with reception desk.

Volunteer Experience

University of Guelph

(March 2017)

Tax Clinic Volunteer

- Consulted directly with international students to file their tax returns (T4, T4A, and T2022a) in a professional and helpful manner alongside other students of the accounting program at Guelph.
- Worked with other accounting students in a team environment to efficiently prepare tax returns.
- Detail-oriented in correctly filing their tax returns to ensure that they adhered to various tax regulations.

Certifications

Microsoft Office Specialist Excel 2016 Core

(Aug 2018)

- Creating and manage worksheets and workbooks, manage data cells and ranges, create tables, perform operations with formulas and functions, create charts and objects.