

Stephanie Clark

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Brand Statement October 1, 2021

Front-end web developer leveraging financial background to build a more intuitive user experience on the web. Recently earned a certificate in full stack development from the University of Toronto Coding Bootcamp, with newly developed skills in JavaScript, CSS, React.js, and responsive web design. Personable individual, with the ability to work with groups or individually while keeping strong self-motivation and self-discipline. With each project, my aim is to best engage my audience for an impactful user experience. I applied aspects of strong attention to detail, as well as excellent time management skills to assist team members and colleagues with a wide range of projects. Fast learner as it relates to new programming languages and dealing with data. I'm excited to leverage my skills as part of a fast-paced, quality-driven team to build better experiences on the web.

WORK EXPERIENCE

Accutrac Capital Solutions

March 2019 – Present

Junior Accounting Clerk

- Responsible for monitoring and setting up new client profiles in company software in a timely fashion to facilitate quick onboarding per company standards
- Ran multiple reports through Cadence software, including month end reports for reconciliation and client activity statements
- Reviewed daily payment files and banking reports to ensure that there were no inaccuracies
- Supported teammates and management with month end tasks, by working with multiple financial statements and posting entries in QuickBooks software; such as performing exchange calculations
- Helped with compiling documents and information for the annual audit process
- Able to act as a reinforcement relating to daily accounting tasks when teammates were feeling overwhelmed or absent; including accounts payable processes, credit card reporting in QuickBooks, setting up and reporting weekly and monthly loans, daily client funding, compiling month end data

Accutrac Capital Solutions

August 2017 – March 2019

Accounts Receivable Clerk

- Responsible for monitoring and collecting on a collections queue of 900+ invoices
- Assessed risks and responded according to company specific protocols
- Contacted debtors for outstanding balances in a personable and professional manner
- Filed on bonds and took other precautions when debtors were deemed high risk
- Reported issues to seniors in regards to debtors and clients
- Managed inbound and outbound emails reaching 100+ per day
- Fulfilled phone call and email quotas on a weekly basis

EDUCATION

University of Toronto Bootcamp

Full-Stack Developer

September 2021 – November 2021

Georgian College 2015-2016

Business Administration – Accounting Diploma

- Achieved Dean's List status for academic success