# MARIA ORSINA, CPA, CGA

# 1767 ALEXIS NIHON

# ST- LAURENT, QUEBEC, H4R 3A2

***(514) 898-4867, mariaorsina@hotmail.com***

***Objective****: With my education and years of experience, I am confident that I can be a vital member within your organization. I will take the initiative to demonstrate my ability to successfully perform any task given to me.*

***Character Strengths****: Determined and Ambitious - Hard-working - Knowledgeable - Well Organized and Attentive to Detail - Responsible – Motivated – Good People Skills*

## **PROFESSIONAL EXPERIENCE**

***June 2002 to … present PRGX Canada Corp.***

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# SENIOR AUDIT DIRECTOR

Lead multiple audits – Responsible for developing client relationship, organizing the audit process, managing the needs of the PRGX auditing team, reporting to PRGX Management and achieving revenue targets.

* *Work together with VP, Client Operations-Retail Americas to meet quarterly, yearly objectives*
* *Communication link between the client, vendors, Audit VPs, the IT department, and audit team*
* *Develop audit plan and project goals; breaks project goals down into individual auditor goals; ensures that all assignments for the audit team are distributed appropriately and that deadlines for the audit project team are met*
* *Manage / works on the mapping / coding of client data for processing (data acquisition)*
* *Oversee the preparation of client information prior to the start of audits (i.e. buyer pulls, industry practices)*
* *Maintains appropriate staffing levels for the audit; leverage resources and abilities of the audit team to maximize all recovery opportunities; directs the work and processes of the team; provide consistent feedback to help increase effectiveness of the audit*
* *Makes audit projections for specific projects; meets claim generation targets for each project*
* *Analyze and manage audit profitability through revenue generation & expense control, implement necessary changes to hold or improve profitability*
* *Maintain accurate audit plan(s), scope parameters and due diligence information for the audit(s)*
* *Develops, maintains and reports audit(s) budgets and forecasts*
* *Ensures all communications to the audit team are timely, accurate and thorough*
* *Produce claims in accordance with client guidelines and PRGX procedures; meet with client on a regular basis to review claim concepts*
* *Prepare and present the Management Report to clients*
* *Apply “best practices” across all claim types on all audits - Provide elevated level of contact for difficult vendor issues*
* *Raise issues regarding problems that block individual or audit team effectiveness*
* *Provide guidance/train auditors and other staff; coordinates training/production of shared service and /or offshoring activities*
* *Tracks claim production and auditor productivity*
* *Carry out management responsibilities in accordance with PRGX policies and procedures including interviewing, hiring and training employees; planning, assigning and directing work; appraising performance of team members; rewarding and disciplining employees; addressing complaints and resolving problems*
* *Contributes to the success of the organization by helping others accomplish job results; learning new skills needed by the team; finding new ways to help the team*
* *Develop the team by making and delivering the results of the performance evaluations*
* *May produce, reconcile and submit client billings and adhere to PRGX revenue recognition guidelines*
* *Make recommendation to improve client operations by analyzing the client’s payment and deduction systems*
* *Support and introduce new PRGX service offerings to clients*
* *Support implementation of new company systems and processes in order to improve claim processes, efficiency and cost reduction*

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***Sept 2014 to Jun 2015 Tennis 13 Fitness***

# BodyART Instructor: BodyART is a combination of yoga, Thai chi, Pilates and Cardio, a new way to work the body as whole, balancing your body's yin and yang energies.

***Dec 2000 to June 2002 Targray Technology International***

***ASSISTANT CONTROLLER / CONTROLLER OF FOREIGN SUBSIDIARY***

*Responsible for the day-to-day supervision of the accounting systems and records maintenance involved in the accounts payables and the accounts receivables functions. Assist the Controller in overseeing subsidiary operations and in interpreting and disseminating information vital for management. Constantly looks for ways to improve the department in terms of procedures and the efficient processing of work.*

* *Supervision of accounts receivables and accounts payables functions*
* *Prepare a detailed Gross Profit Report by product for management*
* *Prepare commission reports on a monthly basis for all salespeople*
* *Ensures all intercompany accounts (AR, AP) balances*
* *Reconcile all accounts to the trial balance on a monthly basis - Analyze accounts for significant fluctuations/trends and determines their causes*
* Submit a completed Income Statement, Balance Sheet, and Statement of Change in Financial Position, for review, with the appropriate schedules and notes
* *Files monthly the GST/QST report within the appropriate deadline.*
* *Prepare any necessary schedules required by auditors/bank*

***Aug 1998 to Dec 2000 McGill University - Research and Special Fund Office***

# JUNIOR ACCOUNTANT / MANAGER

*Assisted with the supervision, planning and coordination, work flow for Research Funds. Ensure that the Account Administrators followed the policies and procedures of the Granting Agencies and University’s policies. Assist with the organization and direction of all support staff.*

* *Must be conversant with all Agency guidelines and University Research and Accounting Policies*
* *Assist the Account Administrators with the preparation of complex financial reports; verify the accuracy of the reconciliation of financial statements to the University ledgers. Verify all the budget functions & expenditures*
* *Review and correct all inappropriate charges to income sub-accounts*
* *Reconcile, control and analyze Suspense Account; the account holds Grant revenues from various Agencies because the proper documentation and requirements have not been completed in order to have accounts opened.*
* *Activate new accounts by determining their category and proper fund designation.*
* *Review incoming cheques and categorized so revenues will be credited to proper accounts and reported correctly in all financial statements.*
* *Problem-solving – assist and advise Grantees and their staff with problems related to their accounts; help Research Fund’s staff with problems such as reconciliations, interpretations of Agency and University rules and regulations, etc.*
* *Part of the core team for the new Banner 2000 system software. Assigned to process budgets, expenses, commitments, deposits and so on to the new system software to analyze if transactions are correctly being posted to the Grants/Funds, and to the University’s financial ledgers.*

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***Feb 1997 to Aug 1998 Drake Beam Morin Inc. & Option 10/10***

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## **ACCOUNTING ASSISTANT**

## Automated Payroll (Personnel Time Billing)

* *Accounts Payables, Accounts Receivables, Invoicing*
* *General Ledger, Bank Reconciliation*
* *Journal Entries / Analysis & Month-End Closure up to Financial Statements*
* *T4 / Deduction at Source / G.S.T. & P.S.T. Reports*
* *Commission / Expense Reports, Bank Deposits, Collection Clerk*

***Sept 1995 to Feb 1997 C.C.E.B. Inc.***

# ADMINISTRATIVE ASSISTANT / INTERNAL AUDITOR

* *Accounts Payables, Accounts Receivable, Invoicing*
* *General Ledger, Month-End Closure*
* *Collection Clerk, Credit Approval Process, Bank Deposits, Commission Reports*
* *ISO 9000 Certified Internal Auditor - Typing Letters & ISO 9000 Documents*

***Jun 1994 to Dec 1995 Quantum Ltd. - RE: Royal Bank***

# CLIENT STATEMENTS

***Sept 1990 to Aug 1992 Rockhill Investments Ltd.***

# ACCOUNTS RECEIVABLES

***Aug 1988 to Feb 1989 Howarth Inc.***

***ACCOUNTS PAYABLES***

### EDUCATION

# Oct 2017 Professional Development Certificate Digital Content & Community Management

***- Present***

***May 2012 Order of Chartered Professional Accountants (CPA) of Quebec***

***Professional Development Continuing Education***

***1998 to 2000 Order of Certified General Accountants (CGA) of Quebec***

#### Part time CGA DESIGNATION

***1987 to 1995 McGill University***

#### Part time BACHELOR OF COMMERCE ACCOUNTING & FINANCE

***1985 to 1987 Vanier College***

#### COLLEGIAL DIPLOMA IN COMMERCE

***1980 to 1985 Lester B. Pearson High School***

***Sir Wilfrid Laurier High School***

#### ACADEMIC HIGH SCHOOL DIPLOMA

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### ORGANIZATIONS / CERTIFICATIONS

***2013*** *Carrefour Multisports - BodyART Certification*

***2007*** *ANIE – Association Nationale des Intervenants en Entraînement- Bicycle Spinning Instructor*

***2004*** *YMCA - Aerobic Instructor Certification*

***1999*** *SCT Corporation - Banner 2000 System Software*

***1996*** *QMI - ISO 9000 Internal Auditor Training Certification*

***1993*** *Emploi-Rive Nord - Cour Caisse Populaire*

## **OTHER PERTINENT INFORMATION**

## **Languages Spoken / Written**

*FRENCH – ENGLISH - ITALIAN*

#### Computer Knowledge

* *MICROSOFT OFFICE*
* *SAP*
* *ORACLE*
* *LOTUS NOTES*
* *SEAGATE CRYSTAL REPORTS*
* *ACCPAC PLUS (MULTI-CURRENCY)*
* *SIMPLE ACCOUNTING*
* *QUICKEN- QUICK TAX*
* *DATAEASE (INVOICING PROGRAM), FOXPROW (INVOICING PROGRAM)*
* *HOSTEXPLORER 3270 (FUND ACCOUNTING)*
* *BANNER 4.0 (FINANCE / FUND ACCOUNTING)*
* *AUDITPRO 3.5 (AUDITING SOFTWARE)*
* *CLAIMDEX (SCANNING FILING SYSTEM), CLAIMTRAX (Claims DATA WAREHOUSE)*
* *MAILTRAX (EMAIL WAREHOUSE)*
* *CONCUR EXPENSE MANAGEMENT*

## **References**

*Denis St-Amour*

[*dstamour@hpicanada.ca*](mailto:dstamour@hpicanada.ca?lipi=urn%3Ali%3Apage%3Ad_flagship3_messaging%3BHSMjWmHlTQWbhyM3Qb0luQ%3D%3D)

[*https://www.linkedin.com/in/denisstamour/*](https://www.linkedin.com/in/denisstamour/)

*Pamela Tomaras*

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*Pauline St-Pierre*

*Employment Drake Beam Morin*

*514-373-7869*

*Louise Levert*

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