**Allie Wong**

·1347 Rue La Fontaine, Montréal, Québec, H2L1T4 · Allie.Wong@outlook.com · (514)583-8582

**Languages:** English, French (Spoken and written); Cantonese, Mandarin (Spoken)

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| **Competence** |

* Knowledge of the accounting cycle
* Perform bank reconciliation
* Make journal entries
* Interpersonal skills
* Meticulousness and organizational skills
* Innovative spirit
* Meeting deadlines

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| **Education** |

***Bachelor of Business Administration (B.B.A)***   **May 2017**

**HEC Montréal**

* **Bilingual**
* **Specialization: Professional Accounting**
* GPA: 3.47/4.3
* International exchange at Singapore Management University (Fall 2014)

***Diploma of College Studies*, Science: Health Science June 2013**

**Marianopolis College**

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| **Employment History** |

**Mark Edwards Apparel Inc. Summer 2015 and 2016**

Internship

Performing year-end accounting work

* Cost estimate
* Conducting bank reconciliation
* Input and reconciliation of supplier invoices

**9159-3210 Québec Inc. (Dépanneur La Fontaine-Panet) March 2010 to June 2014**

Cashier and store clerk

* Receive payment by cash and debit
* Count money at the end of shift and reconcile with sales
* Stock shelves
* Maintenance of store
* Customer service

**Pâtisserie Harmonie Summer 2014**

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| **Volunteer** |

**Dix Mille villages** **March - August 2011**

4128 St. Denis, Montréal Québec, H2W 2M5

Cashier

**Service à la Famille Chinoise du Grand Montréal Summer 2007**

987, rue Côté 4e étage, Montréal Québec, H2Z 1L1 -

Monitor of summer camps

* Customer base: Chinese children (Just immigrated)
* Tutoring (English, French and Mathematics)
* Supervision
* Animation of activities

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| **Computer Knowledge** |

MS Word, Excel, PowerPoint, Acces, SAP, Adobe Photoshop, Momentis systems

*References available on request.*