Website blurbs

**Education**

I am half a semester away from completing the Honours Business Administration program. I’ve learned a lot throughout my four years at Wilfrid Laurier University from my courses and extracurricular activities. I’ve also had extensive experience with teamwork while completing numerous group projects. One of the most significant accomplishments being semi-finalists for the Integrated Case Exercise competition.

Subpage:

**ICE (Integrated Case Exercise) – semifinalist logo photo**

ICE is a required project/competition that all third year students in the Wilfrid Laurier Business Admin. program must complete. It involves a real company with an issue that randomized groups of students work together to solve. The competition lasts one week, and by the end, all groups submit final reports and present to the Board of Directors. My team’s ability to work together to produce a good quality analysis and solution led us to moving on to semi-finals, leading to an 87% final grade.

**New Venture – group photo**

New Venture is a project/competition done in first year of the program required of all business students. This project is also done in randomized groups and lasts all year long. I worked with my group over the course of the whole school year developing our New Venture idea, a food and dine in phone application called Tapn’Snack. We handed in multiple reports, from the idea proposal to the final report. We also presented our idea in the form of a pitch at the end of each semester. It was a rewarding experience to learn to collaborate with people over such a long period of time. The majority of our numerous tasks were graded with an A- or above.

**Other projects/presentations**

Being a business student, I’ve lost count of the number of presentations and projects I’ve completed during my undergraduate studies. From individual presentations to group presentations, I was always rewarded with over 80% due to my quality content and confident delivery. I also receive great results with submitted reports due to my attention to detail. In group reports, I would always offer to edit so that the final product is the best it can be!

**Work experience – linkedin photo**

My most recent work experience was at Maxxam Analytics. I worked there as an Accounts Payable Intern for 8 months. Through the job, I developed experience with using Sage 300 ERP (AccPac), improved my organizational skills, and put my detail-oriented abilities to good use. I also developed the ability to multi-task and work more efficiently. Click for more details about my work experience!

Subpage:

**Accounts Payable – name plate photo**

After four months of working as an Accounts Payable Intern, I was called by my supervisor to return for the following summer. I was glad to return as I enjoyed working in the Accounting department surrounded by kind and hardworking individuals. Here are some of the things I was responsible for at my job:

* Processed PO and manual invoices with strong accuracy
* Ensured invoices were properly coded and approved before sending out payment
* Prevented delays in payment by double checking all addresses, unsigned cheques, invoice numbers, and dollar amounts
* Quickly and accurately performed data entry
* Checked and fixed discrepancies while entering invoices into Sage 300 ERP (AccPac)
* Efficiently matched invoices to 150+ cheques in one sitting
* Filed documents for 4 different company databases in both open payable cabinets and paid cabinets
* Assisted with implementing improvements to operations of the AP team by helping with organization of filing system
* Worked in an efficient manner while staying well organized on top of 4 different company databases in both Canada and the U.S.

**Le Scoop job – ice cream photo**

I held a job for two summers when I was in high school at an ice cream kiosk. As only one person worked at the kiosk at a time, I handled all tasks simultaneously and independently. I sold drinks and served ice cream, worked the cash register, and handled any deliveries of new stock. I was responsible for opening the stand and setting up, as well as closing at the end of each day after counting and balancing the sales money. Through this job, I learned how to work under pressure and multi-task. I also developed customer service experience and further enhanced my organizational skills.

**Executive Positions**

I have held several executive positions while being involved in extracurricular activities. I am currently the Vice President of Finance of the club Kids Help Phone Laurier. I have successfully hosted events along with the rest of the executive team. I am mainly responsible for budget planning, processing expense forms and reimbursements, and other financial duties. I also attend weekly meetings to generate ideas and plan for our upcoming events! Click here for more details

Subpage:

**Candy Grams Event**

One of our highly successful events is the Candy Grams event we hold around Valentine’s Day. We set up a booth on campus where students can come and order a candy gram to send to their loved one. We profited close to 3 times our costs. As a non-profit organization, we donate all our profits to Kids Help Phone. In addition, we helped spread the love and raise awareness for mental health.

**Winter Woes Event**

This is another fun event we held in December to raise awareness for mental health while giving students a chance to relax before exams approach. Many expressions were available for students to hold over their face or stick on the snowman. This was done so that people who do not always show how they feel can have an outlet for that expression. For donations to Kids Help Phone, we also had hot chocolate available at our booth.

**Other Events**

We have also held member socials where everyone can come and enjoy some food and playing games. We’ve also held other events to provide stress relief for students such as movie nights and hip hop dance lessons.

**Financial Duties**

After four months as Finance Executive, I was promoted to the Vice President of Finance position and have held it since January 2015. I efficiently keep track of the money earned from events and make the deposits. I also assist with determining pricing, budget planning, and processing expense forms. Of course, I also plan for the execution of all events along with the rest of my amazing team!

**Athletics**

Aside from focusing on academics and extracurricular activities, I am a competitive badminton player and have played the sport starting from a young age. I have been captain of my team in elementary school, and won the M.V.P. award numerous times in middle and high school. I have won gold at the regional championships twice and qualified for city championships every year. I have also qualified for the OFSAA championships, and won the gold medal of C flight there.

Subpage:

Not only is it important to me to succeed individually, I take great pride in succeeding as a team. I like to lead my team and help members improve their skills. To the right is a photo of our team winning team overall gold, girls’ overall gold, and mixed overall gold – a day my team and I will never forget!