

Bill Ledger

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123 Springfield Drive
Hamilton, ON K2R 6V2

234 Sicamore Lane
Ottawa, ON K2B 3N8

OBJECTIVE: Junior tax analyst position

PROFILE:

- 3 years of practical experience in the field of accounting and 4 years in customer service
- Key courses in auditing theory, financial accounting, taxation, management control systems
- Fundraising and marketing experience acquired through volunteer work
- Fluently bilingual: university studies and work experience in both official languages
- Focused and goal-oriented professional whose confidence and perseverance promote success
- Recognized as a strategic thinker with outstanding analytical skills and problem solving abilities
- Member of the Telfer Accounting Club; plan to obtain the CA designation
- Proficient in various software applications: MS Office, Minitab, QuickBooks, Simply Accounting

EDUCATION:

Honours Bachelor of Commerce, with a specialization in Accounting

Telfer School of Management, University of Ottawa, ON

year - year

- Recipient of a \$20,000 entrance scholarship
- Expected graduation: month / year
- CGPA: 8.9/10

EXPERIENCE:

Tax Auditor (Internship)

year - year

PricewaterhouseCoopers, Ottawa, ON

- Worked cooperatively with team members auditing financial records to determine tax liability
- Developed financial knowledge through researching material assets, surpluses, revenue, liabilities, and expenditures
- Verified net worth, reported financial status and identified potential tax issues
- Analyzed issues to determine nature, scope and direction of investigation required
- Conducted over 30 on-site audits at various taxpayers' place of business

Accounting Clerk

year - year

Mitten Vinyl, Ottawa, ON

- Performed calculating, posting and verifying duties to obtain financial data and maintain accounting records for both the manufacturing and distribution departments
- Compiled and sorted invoices and cheques to substantiate business transactions
- Verified numbers associated with totalled accounts and with received and disbursed funds
- Computed and recorded information related to purchases, refunds, freight charges, and rental costs, as well as lost revenue due to damaged goods

Customer Service Clerk

year - year

Fine's Flowers, Ottawa, ON

- Performed daily opening and closing duties, including totalling sales and cash remittances
- Trained 3 part-time employees in sales techniques, cash handling, and customer service
- Took orders for floral arrangements, exotic plants, as well as gift baskets
- Assisted clients in finding merchandise to suit various occasions, tastes, and price points

AWARDS & ACCOMPLISHMENTS:

- Dean's List, Telfer School of Management, University of Ottawa year - year
- Jean Chrétien Scholarship, \$5,000, University of Ottawa year
- Finalist in Ottawa Division Speech Contest, Toastmasters International year

COMMUNITY INVOLVEMENT:

Board Committee Member – Fundraising and Publicity

year - present

Help the Aged Canada, Ottawa

- Helped to expand the donation program by researching grant opportunities, promoting programs through the media and organizing and hosting public awareness activities

Crisis Line Worker

Distress Centre of Ottawa & Region

year - year

- Demonstrated active listening skills and empathy while responding to calls from distressed clients

ENDORSEMENTS:

"Bill is an enthusiastic and motivated worker. He's always prepared to go the extra mile and completes all of his tasks with precision and great attention to detail."

George Hathaway, President of Mitten Vinyl

"The most accurate, organized and efficient intern I have ever met...hands down."

Richard Vaughn, Tax Manager, PricewaterhouseCoopers

REFERENCES: References available upon request