

EMMA CAO

2B Honours Math/Financial Analysis and Risk Management (2014 – Present)

University of Waterloo

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WORK EXPERIENCE AND PROJECTS

STAFF ACCOUNTANT, Golden Star Resources • May 2016 – August 2016

A mid-tier gold mining company operating two mines, Wassa and Prestea in the Ashanti Gold Belt in Ghana.

- Responsible for month-end closing procedures including reconciliations and various journal entries using the Pronto-Xi reporting software and Microsoft Excel
- Played a role in preparing monthly and quarterly internal reports, including the financial statements and management's discussion and analysis
- Took initiative to take on various ad-hoc projects such as preparing analytical worksheets and reorganizing documentation for share plans

REPORT ON MERGERS AND ACQUISITIONS IN THE MINING INDUSTRY • August 2016

- Prepared a report which introduced the concepts of mergers and acquisitions, reasons for their occurrence, and analyzed a recent merger and a recent acquisition in the mining industry
- The topic was chosen in combination of my interest in finance and curiosity of Golden Star Resources' position in the mining industry
- Received an exceptional review from the Manager of Financial Reporting

MS EXCEL PIVOT TABLES SEMINAR • January 2015

- Creating, formatting, and updating pivot tables and excel tables from a large pool of transactional data in tabular formats
- Working with data and grouping to create an interactive dashboard with slicers and pivot charts

BUSINESS VENTURE PROJECT • BU111 • January – April 2015

Committed to a 4 month time sensitive venture project with teammates.

- Identified an opportunity in an industry and created a detailed business report with compelling and appealing research and explanation as validating support
 - Exercised communication skills by giving a convincing presentation of the venture to classmates
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SUMMARY OF QUALIFICATIONS

- Experienced in SQL, Python, HTML, Microsoft Word • Excel • Power Point • Outlook
 - Familiar with accounting principles and financial reporting software
 - Strong analytical and problem solving skills with attention to detail
 - Excellent verbal and written communication skills
 - Enthusiastic, dependable, flexible, and responsible
 - Results driven and easily grasps new concepts
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HOBBIES AND INTERESTS

- Attends workshops held by University of Waterloo business clubs to seek enrichment in Bloomberg terminals, VBA, Excel, and SQL
- Enjoys playing piano, pilates, and rock climbing
- Actively preparing for CFA exams to be written in fourth year