LUIS CURIEL ROJAS – ACCOUNTING/FINANCE SPECIALIST
Data Accuracy | Data Analytics | Data Visualization | Process Improvement

CONTACT INFORMATION

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PROFESSIONAL SUMMARY

- Analytical and detail-oriented professional with 5+ years of experience in administration, finance, and data analysis across retail and public sectors.
- Collaborative problem-solver who thrives in cross-functional environments, contributing innovative ideas and structured approaches to drive measurable impact.
- Ability to support and manage full-cycle accounting, streamline processes, and deliver accurate, timely reports that support compliance and strategic planning.
- Skilled in Microsoft Office, Python, SQL, and data visualization libraries (NumPy, pandas, matplotlib, seaborn, Scikit-learn), with a proven track record of transforming raw data into actionable insights.

TECHNICAL SKILLS

- Accounting software: QuickBooks, Sage 50, Salesforce, Thomson Reuters, Oracle Reports, Excel (advanced formulas, pivot tables, macros)
- Soft skills: Analytical Thinking, Collaboration, Problem Solving, Adaptability, Clear Communication
- Accounting & Reporting: Verified data accuracy, automated reporting tools, account reconciliation, aged inventory analysis and supporting audit readiness
- Data Science Fundamentals: Data science principles, data visualization, algorithms, data preparation and feature engineering, supervised and unsupervised Learning and model evaluation

WORK EXPERIENCE

- Human Resources Assistant   June 2022 – July 2025
  Canada Revenue Agency, ON, Canada
  – Streamlined high-volume recruitment workflows (4,000+ applicants) by managing centralized mailboxes, automating response templates, and accelerating issuance of assessment results and offer letters—enhancing candidate experience and reducing turnaround time.
  – Developed HR tools like the Return-to-Work spreadsheet and Staffing Dashboard by integrating user feedback and optimizing functionality, boosting data accuracy and cross-departmental decision-making.
  – Delivered technical training on Excel, mail merge, Access to Information Privacy documentation and Data housekeeping, while developing guides to extract analytics from VidCruiter and internal databases—empowering colleagues and promoting data literacy.
  – Supported regional initiatives by designing custom trackers and producing actionable analysis for projects like the Accounting Education Review and HRB Ontario Wellness Challenge—driving continuous improvement and stakeholder engagement.

WORK EXPERIENCE

- Accounting Clerk   2022 – June 2022
  Canada House Wellness Group Inc. New Brunswick, Canada
  - Managed the full accounting cycle for two affiliated entities, including a nonprofit, ensuring accurate journal entries, reconciliations, and financial reporting aligned with corporate and nonprofit standards.
  - Delivered timely month-end and year-end closings, enhancing audit readiness and enabling strategic financial decisions through reliable reporting.
- Local Tax Consultant   December 2020 – April 2021
  FBC, Barrie, ON, Canada
  - Scheduled and managed 100+ client appointments monthly during peak tax season, delivering personalized consulting to employees, entrepreneurs, small businesses, and farm owners.
  - Maintained accuracy and professionalism under tight deadlines, providing tailored guidance and clear communication that fostered trust and contributed to a 98% client retention rate.
- Finance – Inventory Control Associate   September 2019 – December 2020
  The Source, Barrie, ON, Canada
  - Designed and implemented an automated Excel-based aged inventory analysis tool by integrating Oracle reports with dynamic queries to categorize stock by age, enabling sales teams to identify slow-moving items, optimize purchasing, and reduce obsolete inventory losses.
  - Led a cross-store inventory reconciliation across 400+ retail locations, resolving transfer discrepancies, collaborating with store managers, and posting adjusting entries to improve data accuracy and financial reporting integrity

EDUCATION & CERTIFICATES

Foundational Education:
- Diploma in Business - Accounting   January 2018 – August 2019
  Georgian College, Barrie, ON
- Bachelors in financial management   August 2012 – May 2016
  Monterrey Institute of Technology and Higher Education, Guadalajara, México

Continuous Education:
- Data Science and Machine Learning Certificates   July – November 2025
  University of Toronto Data Sciences Institute
- CS50's Introduction to Programming with Python   October 2025
  CS50 – Online Certificate
- Advanced Financial Accounting & Intermediate Fin. Acct II   Oct 2023 – April 2024
  McMaster University – Accounting Courses
- Google Cybersecurity Certificate   January 2023 – October 2023
  Coursera – Online Certificate