

Matthew Yabrov

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Education

University of Waterloo

Waterloo, Ontario

Bachelor of Mathematics/Chartered Professional Accountancy (CPA)

Class of 2024

- **Average:** 93% (GPA: 3.95/4.00), Dean's Honours List
- **Scholarships:** President's Scholarship of Distinction awarded to students with entrance average over 95% (\$5,000)
- **Competitions:** Waterloo Euclid Math Contest (top 25% of 30,000 global competitors, 2019)
- **Relevant Coursework:** Accounting (98%) / Economics (94%) / Computer Science – Python (93%) / Computer Science – C (97%) / Statistics (98%) / Mathematics – Calculus (94%)

Work Experience

Better Living at Thompson House

Toronto, Ontario

Administrative Assistant

Sep 2018 – Aug 2019

- Conducted weekly cash transactions worth \$1,000 for 100 nursing home residents
- Performed daily cash reconciliations to ensure that records are accurate, and no fraud has occurred
- Acted as first point of contact to assist residents and their families with various inquiries about the nursing home, exhibiting an awareness of the working environment, compassion, communication skills and patience
- Spearheaded initiative to develop a FAQ list that was made available for residents and families to improve their access to information

Kraft Berger LLP

Toronto, Ontario

Document Manager

Oct 2018 – May 2019

- Assisted the firm's transition to paperless workplace by assembling over 1,000 paper records to online format while adhering to company document organization structure
- Managed time effectively to complete tasks before assigned deadline and take on additional responsibilities, including designing an updated numbering system on Excel to improve management of inactive files

Volunteer Experience and Community Involvement

Junior Achievement Company Program

Toronto, Ontario

Vice President of Finance

Oct 2018 – May 2019

- Led group of 20 individuals in running Spill, a student run business manufacturing and selling handmade coasters; generated \$2,000 in revenue and \$500 in profit in 6 months of operations
- Forecasted company expenses to develop product budget and advise on product sale price to achieve profitability
- Managed books and records of company and prepared detailed company financial statements, enabling quick access to information to ensure maintenance of minimum cash balance and expenses in line with budgeted amounts
- Attended the JA conference for execs, developing a greater understanding of the finance side of a company

Business Council, York Mills Collegiate Institute

Toronto, Ontario

Member

Sep 2018 – May 2019

- Collaborated with group members to plan informational events at York Mills Collegiate Institute for over 1,000 high school students to learn about business, including how to build a resume
- Developed exceptional communication skills by organizing weekly meetings, coordinating events with faculty and other clubs, and delegating tasks to other members

Meals on Wheels

Toronto, Ontario

Volunteer

Jan 2017 – Aug 2019

- Designed delivery routes that optimized labour usage and fuel costs, and ensured clients receive orders at desired times

Skills, Activities, and Interests

Technical skills: Microsoft Office, Python (Data Mining), RStudio, C, DrRacket

Interests: Fitness, investing, golfing, tennis, intramural softball, competitive baseball, enthusiastic Blue Jays fan