


Max Greaves

(647) 323-0720 » 

greavesmax18@gmail.com » 

[linkedin.com/in/max-greaves](https://www.linkedin.com/in/max-greaves) » 

SUMMARY OF QUALIFICATIONS

A detail-oriented University of Waterloo student majoring in Computational Mathematics with a minor in Computing. Proven teamwork and leadership skills through competitive and varsity baseball and my prior co-op roles with Goodmans and MNP. Demonstrated commitment to bettering myself and my community through earning my silver Duke of Edinburgh award.

EDUCATION

- University of Waterloo, Candidate, **Bachelor of Mathematics**, Expected Graduation April 2027
 - Computational Mathematics Major, Computing Minor
 - President's Entrance Scholarship
 - Catcher - Men's Varsity Baseball
 - University of Waterloo Analytics Group for Games and Sports
- Royal St. George's College, **Graduated** June 2022, 95% Overall Average
 - Prefect - Social and Student Life
 - Silver Duke of Edinburgh Award

TECHNICAL SKILLS

- | | | |
|--------------------|--------------------------|--------------|
| • Google Workspace | • 3E | • HTML |
| • Microsoft Office | • Corporate Finance | • CSS |
| • Caseware | • Receivables & Payables | • JavaScript |
| • TaxCycle | • Python | • Racket |
| • SAP | | |

PROFESSIONAL SKILLS

- | | | |
|--------------|-------------------|---------------------|
| • Leadership | • Problem-solving | • Quick learning |
| • Teamwork | • Adaptability | • Critical Thinking |

WORK EXPERIENCE

Accounting Technician - MNP LLP - Red Deer, Alberta - January - April, 2024

Co-op Term 2

- Assisted with assurance and tax compilation engagements
- Identifying issues and errors, reviewing, investigating, and correcting discrepancies and irregularities in financial entries, documents, and reports
- Reconciling accounts including cash, accounts receivables, accounts payables, prepaid expenses, accrued liabilities, capital asset acquisition and disposition, and intercompany transactions
- Maintain government filings
- Importing and correcting trial balances
- Summarize current financial situation, prepare T2 and T3 tax returns, and prepare financial statements

Coordinator, Finance - Goodmans LLP - Toronto, Ontario - May - August, 2023

Co-op Term 1 – Work Term Rating: **Outstanding**

Accounts Payable, Accounts Receivables, and General Ledger roles

- Responsible for sending and receiving funds to vendors and clients as part of daily operations
- Ensured tasks were completed efficiently and correctly for the accounting department
- Provided research and reporting on best practices for efficiency and communications

Project 1:

- Decreased the amount of time monthly financial reports take to be sent to department heads by 33%, by validating, summarizing, and comparing current information to our reporting software and adjusting information to ensure more accurate data output

Project 2:

- Reduced the quantity of incorrectly applied funds by over 60% by researching and organizing previous payments and correctly allocating funds to correct Matters and Ledger Accounts