

Don Joseph

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SUMMARY OF QUALIFICATIONS

- Self-learning **HTML** and **CSS** for the past 4 months by building a portfolio website.
- Experience plotting graphs related to macroeconomics, and probability and statistics with **R** through intro to macroeconomics, probability, and statistics courses.
- Learned the fundamentals of computer science through the application of elementary programming patterns using **Python** for 4 months in intro to computer science II.
- Proficient at creating financial statements, and amortization schedules with **Microsoft Excel** in intro to Financial Accounting, Managerial Accounting, and Financial Mathematics courses.
- Developed strong **communication** and **leadership** skills through my professional experiences

EDUCATION

University of Waterloo, Waterloo, ON.

Candidate for Bachelor of Mathematics with experiential education certificate

2019-Present

Major in Information Technology Management

PROFESSIONAL EXPERIENCES

Bookkeeper

December 2020-Present

Fusion Indian Cuisine, Guelph, Ontario

- Cataloguing 5-8 invoices using QuickBooks weekly in preparation for taxes and budgeting.
- Verifying 15-20 transactions weekly to check for errors or fraud.
- Overseeing accounts payable using QuickBooks to help produce an accurate balance sheet.
- Managing the payment of suppliers, ensuring timely and accurate payments.

Server

December 2018-January 2020

Fusion Indian Cuisine, Guelph, Ontario

- Greeted guests and provided excellent customer service to ensure guests enjoyed their meal.
- Served food, cleaned tables, and multitasked in a fast-paced environment.
- Handled cash and closed cash register, ensured an accurate cash float.
- Dealt with frustrated customers and made ethical decisions that benefited the company.

Camp Counsellor

July 2019–August 2019

Guelph Neighborhood Support Coalition, Guelph, Ontario

- Coordinated with a team of 4 to supervise 15 to 20 kids, ages 4-12.
- Led kids through various team and skill building games, and arts and crafts.
- Executed various team building initiatives to ensure an inclusive environment for team members and kids.
- Communicated with parents to discuss their child's behavior and with the organization's senior staff regarding supplies, work schedules, and upcoming activities.

ACTIVITIES & ACHIEVEMENTS

D10 Badminton champion

April 2016

Jack Burnett Memorial Award

June 2019

- Highest grade in kinesiology in my graduating class

University of Waterloo Merit Scholarship

October 2020