

Simone Bouchard

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Toronto, ON M1R 0C9

647-997-2043 – simone_bouchard@outlook.com

Career Goal

To work and improve my knowledge in front end web developer and utilize skills in areas such as HTML, CSS and javascript.

SUMMARY OF SKILLS

- Proficient in MS Office (Excel, Word, Access, PowerPoint, Outlook)
- Excellent communication skills, both written and verbal, in English, Spanish and German
- Ability to set priorities and multitask due to my many years of working directly with people in a fast-paced environment
- Attention to detail, analytical and organization skills, both independently or as part of a team
- Self-motivated and willing to learn as demonstrated by well-developed critical mind set skills
- Working towards CPA designation after graduation

EDUCATION

Seneca College	Fraud Examination & Forensic Accounting	2020/09 to 2020/04
	<ul style="list-style-type: none">• Learning about insolvency and bankruptcy laws through assignments• Studying steps in fraud investigations through lectures and assignments• Gaining knowledge about business valuation and quantification of damage by applying it to cases	
	Honours Bachelor of Commerce International Accounting and Finance – Degree Program	2016/01 to 2020/08
	<ul style="list-style-type: none">• Learned about financial closing and reporting and practice with assignment• Gained sound knowledge of Generally Accepted Accounting Principles by applying to cases• Studied internal and external audits through cases	

WORK EXPERIENCE

CRA Toronto, ON	HST/GST Auditor Co-op	2020/01 to 2020/04
	<ul style="list-style-type: none">• Performed examination by analyzing of taxpayers' returns, books and supporting doc.• Completed audits/examinations of returns by applying my accounting and taxation knowledge• Prepared Excel files for findings in the tax report for team leader using my strong computer skills	

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	Server	
Deli Mark Café Toronto, ON	<ul style="list-style-type: none">• Provided excellent customer service proven by strong communication skills• Prepared customized orders in a timely manner and ensured overall customer satisfaction• Maintained working area clean and safe by multitasking	2015/05 to 2016/01
Full time mother Toronto, ON	<ul style="list-style-type: none">• Handling the finances and logistics for a family of three by utilising organizing and multitasking skill• Prepared and prioritised for college by taking required courses online• Helped create business for former husband	2012/04 to present
Matrix Research Toronto, ON	International Telephone Interviewer <ul style="list-style-type: none">• Performed interviews with Siemens customers over the phone with excellent verbal communication skills• Prepared interviewer form about results from the interview in an organized manner• Multitasked with clients on the phone and recording information	2011/01 to 2011/02 and 2011/10 to 2012/03
Bar Burrito Toronto, ON	Fast Food Restaurant Server and Assistant Manager <ul style="list-style-type: none">• Ordering of food and beverage supplies• Prepared daily/weekly/monthly cash reports in an organized manner• Provided excellent customer service while preparing a variety of different kind of food	2011/01 to 2011/10
Metro Ontario Inc. Toronto, ON	Deli Clerk <ul style="list-style-type: none">• Provided excellent customer service proven by• Prepared a variety of different kind of foods to ensure overall customer service• Maintained working environment clean and safe	2010/04 to 2011/01
Eugenia Victoria Bull Hotels Spain, Canarian Island	Front Desk Receptionist <ul style="list-style-type: none">• Provided discreet customer service by scheduling clients stay, including arrival and departure• Completed general office duties including processing cash/credit card payments, daily/weekly reports and online reservations• Assisted in training of reception staff on the computerized booking system	2001/08 to 2010/02

References available upon request