

# SHIRLEY TANG

## SUMMARY OF SKILLS AND QUALIFICATIONS

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**Operating Systems** | Windows 8 • MAC

**Applications** | MS Office: Word • Excel (VBA) • PowerPoint • Access • MS Project • Publisher • Visio

**Other** | Caseware • Sage 50 (formerly Simply Accounting) • SAP • Atom (HTML, CSS)

**Tax Software** | UFile • DT MAX • Taxprep

**Languages** | Fluent written & spoken in French and English

## EDUCATION

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**Bachelor of Commerce – Major Accountancy, Minor Business Technology Management** 2014 – 2018 (Expected)

Concordia University, Montreal, QC

- Member of the Institute for Co-operative Education

**DEC in Accountancy**

2010 – 2014

Maisonneuve College, Montreal, QC

## WORK EXPERIENCE

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**Tax Administrator Co-op Intern**

January – May 2017

Scotiabank – Scotia Global Wealth Management, Montreal, QC

- Prepared T1 Individual Income Tax and T3 Trust Income Tax and Information Returns on Taxprep
- Gathered relevant documentation and tax information from Scotia Wealth Management partners for preparation of tax returns
- Communicated with clients, banks, and government agencies to gather tax-related information
- Core Competencies: ability to meet short deadlines, communication

**Financial Analyst Co-op Intern**

May – September 2016

Bombardier Aerospace, Dorval, QC

- Performed analysis on financial data variances on Excel and SAP
- Reconciled sales transactions by comparing and correcting data on Excel
- Maintained database by entering, verifying, and backing up data on Microsoft Access
- Trained new temporary employee and incoming intern on basic financial analysis
- Core Competencies: self-assessment, results orientation, leadership, communication

**Promotional Agent**

August 2015

Sensation Mode, Montreal, QC

- Promoted P&G's products at Festival Mode & Design
- Gathered and organized data from client surveys
- Distributed P&G's samples of product to people
- Core Competencies: communication, marketing, sales techniques

## Office Assistant

January – May 2015

Curateur Public du Québec, Montreal, QC

- Sorted and filed records of administrative activities and business transactions
- Performed data entry of more than 300 files per week on Oracle's PSO system
- Analyzed over 500 accounts in order to test for client eligibility for Old Age Security
- Proofread documents and records on database, with close attention to detail, to ensure accuracy
- Core Competencies: problem-solving, efficiency, data entry, time management

## Accounting Technician Intern

May – August 2014

PL Comptable Professionnel Agréé Inc., Montreal, QC

- Prepared accounts payable and accounts receivable using SAGE 50 including depositing cheques and preparing invoices
- Contacted clients to ensure accuracy of their personal information
- Prepared financial statements: balance sheet and income statement by using Microsoft Excel and Caseware
- Core Competencies: multi-tasking, technical applications, attention to detail

## VOLUNTEER WORK

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### Master Reviewer

March 2017

John Molson Accounting Society, Montreal, QC

- Offered guidance and advice to tax preparers and reviewers
- Reviewed tax returns

### Lead Volunteer (Captain)

January 2017

Concordia Hackathon, Montreal, QC

- Supervised and assisted volunteers
- Set up the banners, equipment, and hardware

### Lead Volunteer

January 2016

John Molson MBA International Case Competition, Montreal, QC

- Actively promoted the event on Facebook and in classrooms
- Managed a team of approximately of 20 volunteers
- Ensured the volunteers understood the rules and responsibilities
- Supervised and assisted volunteers

### IT Mentor

June 2015

Groupe Harmonie (InterACTION), Montreal, Quebec

- Helped seniors in understanding the possible usage of technological tools (tablets and laptops)
- Suggested possible solutions to IT issues and solve basic technological issues
- Recommended ideas on latest technological products

### Judge Coordinator

January 2015

John Molson MBA International Case Competition, Montreal, QC

- Guided the judges to the appropriate presentation rooms
- Explained the competition rules in both English and French

## INTERESTS

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### Experience Abroad

Visited various cities in France and Italy (2013)

### Hobbies

Hiking, knitting, and learning new things