

ANNIE CAO

(226)-505-4024 | a8cao@edu.uwaterloo.ca | linkedin.com/in/anniecao22 | anniecao.ca

Summary of Qualifications

- Great communication and teamwork capabilities from extracurriculars and previous work experience.
- Strong attention to detail and eagerness to learn developed as a Staff Accountant at KPMG.
- Outstanding organizational and problem-solving skills exhibited through event-planning experiences for the Accounting and Finance Student Association (AFSA), and as an English teacher.
- Excellent financial analysis and proficiency in Excel developed through case-based learning.

Relevant Experiences

KPMG LLP. *Ottawa, ON*

Staff Accountant - Canadian Tax

Jan. – Apr. 2020

- Prepared and filed personal and corporate tax returns using Tax Prep software.
- Communicated via phone with the Canadian Revenue Agency and answered questions regarding tax forms, utilized multi-tasking and time management skills to complete assigned work by deadlines.

Staff Accountant - Audit

Jan. – Apr. 2019

- Analyzed and assessed clients' year-end and interim financial statements for material misstatements by performing substantive assurance testing in order to provide a strong audit opinion.
- Communicated and regularly interacted with a variety of clients from Crown corporations and not-for-profits, to middle-market and public companies, and assurance team members in a professional environment to address key concerns.

AIIESEC – *English Teacher, Hualien, Taiwan*

Jun. – Aug. 2018

- Designed English lessons, lead culture games and shared culture at a rural Aboriginal elementary school and a summer camp in Taipei which introduced children to a global perspective and enhanced their language learning experience.
- Adapted to new environments and cultural differences while living abroad, set expectations and budget of foreign currency, practiced conflict resolution and communication with teachers and students.

Accounting and Finance Student Association

Sept. 2017 – Present

Project Manager & Executive Coordinator

- Organized an interview workshop and developed a resume building case competition for students in the School of Accounting and Finance, which aided students with job search preparations.
- Used leadership and time-management skills when coordinating with team to run educational events, including budgeting, contacting food vendors and delegating tasks to ensure deadlines were met.
- Volunteered at Tax Clinic to file taxes for students and low-income families using U-File software which enabled clients to receive timely tax returns.

Education

Bachelor of Accounting and Financial Management

Sept. 2017 – Expected 2022

University of Waterloo – Waterloo, ON

- Robin K. Banks/Pacioli Scholarship, President's Scholarship

Awards and Interests

- Attended the CPA Chartered for Finance Conference 2018 and CPA No Limits Conference
- **City of Ottawa's Young at Art Award:** Artwork displayed in 3 galleries, art classes for 9 years.
- **Design:** Learning HTML, CSS, UX Design Principles, Python, JavaScript. Created personal site.
- **Food Blog:** collaborated with 10+ restaurants including Thai Express, and Bar Burrito