

ANNIE CAO

2A Accounting and Financial Management ID #20709176

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SUMMARY OF QUALIFICATIONS

- Strong attention to detail and eagerness to learn to be demonstrated as a KPMG Audit Co-op Student.
- Outstanding organizational skills exhibited through event-planning experiences for the Accounting and Finance Student Association (AFSA), and as a Global Volunteer.
- Highly adaptable to new environments while teaching English.
- Strong teamwork capabilities gained from delivering excellent customer service as a McDonald's Crew member and other extracurricular involvements.
- Knowledge of audit developed through relevant coursework in Accounting, Audit, Tax, and Finance.
- Proficient in Excel, Tax Prep software through Accounting courses and Tax Clinic.

EDUCATION

Candidate for Bachelor of Accounting and Financial Management (Co-op)

Sept. 2017 – Present

University of Waterloo – Waterloo, ON

- Robin K. Banks/Pacioli Scholarship awarded to one AFM student entering Year 2 based on academic and extracurricular merit.

RELEVANT EXPERIENCES

Staff Accountant (CO-OP)

To begin Jan. 2019 – Apr. 2019

KPMG LLP. – Ottawa, ON

- Analyzing and assessing clients' business processes, internal controls, and recommending areas of improvement to ensure strong audit opinion.
- Communicate and regularly interact with a variety of clients using essential CPA competencies including professionalism, objectivity, integrity, and due care.

English Teacher

June 2018 – Aug. 2018

AIESEC Global Volunteer

- Used communication skills while designing English lessons using the course syllabus, leading culture games and sharing culture at a rural Aboriginal school in Hualien County, Taiwan for four weeks and a summer camp in Taipei for two weeks which introduced children to a global perspective.
- Showcased ability to adapt to new cultures and problem-solve while living with other volunteers and budget foreign currency

Project Manager & Executive Coordinator

Sept. 2017 – Present

Accounting and Finance Student Association, Internal Services

- Enhanced organizational skills by running 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 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.

Graphic Design Team Core Member

Jan. 2018 – June 2018

WATonomous

- Demonstrated a willingness to learn, commitment, and initiative while learning Adobe Illustrator by designing apparel, posters, as well as a car wrap for the autonomous vehicle design team competing in the SAE Autodrive Challenge in Arizona.
- Developed critical thinking and time-management skills by working with the Graphics team, Sponsorship, Website and Marketing teams in meeting deadlines and ensuring a professional brand image to represent the University of Waterloo.

Bulletin Editor

Sept. 2015 – June 2017

Kiwanis International Barrhaven Key Club

- Exhibited initiative by contacting sponsors, delegating roles, and managing a community BBQ fundraiser raising \$1000 for the Fort McMurray fire and Sleeping Children Around the World non-profit.
- Developed oral communication and leadership skills by delegating roles as an executive member and participating in the Eastern Canada District Convention in Niagara Falls and a three-day leadership camp “Key Leader”
- Lions Club of Barrhaven Award for outstanding community involvement while maintaining exceptional academic standing (90+ average); performed 260 hours of community service.

OTHER WORK EXPERIENCE

Crew Member

June 2017 – Sept. 2017

McDonalds, Barrhaven, ON

- Efficiently took orders and handled cash through a Point of Sale system, increasing the overall timeliness of customer service in a fast-paced environment.
- Built strong relationships with crew members and delivered a positive, engaging experience to customers by addressing their inquiries and concerns.

Receptionist

Feb. 2016 – Sept. 2016

iBalance Physiotherapy, Barrhaven, ON

- Provided exceptional customer service to patients through sending email appointment reminders, booking appointments for patients over the phone, greeting patients in person at the front desk and assisting with physiotherapy procedures.
- Developed proficiency in learning new technology by receiving payments using credit card readers and consistently applied precision and attention to detail in preparing invoices for patients.

AWARDS AND INTERESTS

Ambassador

Sept. 2016 – Present

CPA Post-Secondary (PSAP) & High School Ambassador Program (HAP)

- Attended the CPA Chartered for Finance Conference 2018 and CPA No Limits Conference 2017 and learned about the accounting profession from individuals in the industry.
- Gained mentorship skills as a Peer Tutor in high school Accounting.

City of Ottawa's Young at Art Award

2012, 2014, & 2017

- Artwork displayed in Stittsville Library, Foyer Gallery, and Atrium Gallery, art classes for 9 years.

Other interests:

- Travel: Traveled to Japan, Italy, France, China, Cuba, US, and the Caribbean
- Photography and food blog; collaborated with Thai Express, PiCo pizza, Meet Fresh, and Vivo Pizza