

PROFESSIONAL EXPERIENCE

National Research Council of Canada (Remote)

Finance Officer

May 2022-Present

- Provide timely and accurate monthly financial reports regarding client revenue accounts, employee travel, and operational expenses for use in management decision making for the Construction Research Centre.
- Responsible for the accurate execution of client contracts upwards of \$1mm for invoicing and contract details including communicating with Project Managers and Clients to mitigate and solve any issues surrounding invoicing.
- Maintained accurate daily COGS reporting of Construction Codes.
- Respond to inquiries from Project Managers and other Management to provide advice and guidance regarding accurate financial management.
- Developed and improved multiple pathways to more efficient and effective reporting by refining and adding instructions for tasks and creating macros for use in excel reports.

Student Finance Officer

Aug 2021-April 2022

- Completed hundreds of cost recoveries within SAP of IT products for the entire agency. Communicated any required Budget approvals to the appropriate Budget Holder.
- Analysed Salary forecasts versus actual salaries for discrepancies using Excel. Followed up on discrepancies and made appropriate adjustments within SAP.
- Comprehensively streamlined and automated categorization of ops expenses within Excel.

Durham Catholic District School Board, (Oshawa, Canada)

Summer Staff

June 2019-Aug 2019

- Assisted technicians with general duties by directly aiding in tasks such as upkeep of network infrastructure and troubleshooting of Mac's and Windows PC's
- Assisted in the implementation in dozens of pieces of software and hardware with the rollout of new laptops for staff
- Managed hundreds of units of inventory by updating and adding new computer hardware into inventory

EDUCATION

Bachelor of Commerce, Specialist in Finance and Economics & Major in Economics

Graduated 2022

Rotman Commerce, University of Toronto

- CGPA: 3.62/4.0 - Dean's List; 2018-2019, 2019-2020, 2020-2021, 2021-2022
- Relevant courses: Advanced Corporate Finance (Grade: A-), Tech Strategy (Grade: A-), Accounting for Finance Professionals (Grade: A), Operations Management (Grade: A-)

SKILLS

- Advanced Excel – Including VBA
- Financial Management and Reporting
- Financial Analysis
- Rudimentary Coding (Python, HTML/CSS)
- Communication and Teamwork
- Fluent in French

PERSONAL PROJECTS (AVAILABLE ON WEBSITE) AND INTERESTS

- Created a macro automated Excel Stock Portfolio Template that I also use personally
- Created an automated Excel Stock Valuation Template that utilizes DCF and Comparable's valuation methods along with a Power Query script to pull company financials from the WSJ
- In process of creating a custom ETF screener of 664 Canadian Listed equity ETF's
- Performed economic and stock analysis on subjects of personal interest such as Ontario Gas Prices and Apple Stock during Tech Events
- Making business and finance related videos for my YouTube Channel (<https://www.youtube.com/channel/UCGGmyv88TDQeAkOz-42mZAA>)
- Voracious reader, Skier, Hockey, Comedy, Technology