

OBJECTIVE: Accounting / Payroll Clerk

HIGHLIGHTS OF QUALIFICATIONS

- Current Payroll and Accounting Administrator Diploma
- Excellent knowledge of full cycle accounting, payroll and financial reporting
- Certified Payroll Compliance Practitioner
- Experienced working in purchasing department
- Proficient in MS Word, Excel, Access and accounting software including ACCPAC and Simply Accounting
- Team player with excellent decision making and problem solving skills
- Solid communication abilities with fluency in English and Italian
- Goal oriented, extremely organized and diligent
- Focused, analytical and detailed

Achievement

Researched and gathered information on local availability of machine part, saving Vitrum Industries Ltd. over \$500 per shipment and significantly reducing delivery time

EDUCATION

Certified Payroll Compliance Practitioner 2010
CANADIAN PAYROLL ASSOCIATION, Surrey, BC

Payroll and Accounting Administrator Diploma 2010
ACADEMY COLLEGE, Surrey, BC

- Payroll Fundamentals 1 & 2
- Bookkeeping Fundamentals 1 & 2
- Simply Accounting and ACCPAC
- MS Word, Excel and Access

Practicum (100 hours) 2010
PBS SERVICES, Surrey, BC

- Kept accurate records of all aspects of employee remuneration including gross, net pay, benefits and deductions
- Used manual and computerized bookkeeping systems to maintain financial records, prepare tax returns, and process cheques for payroll and invoices

EMPLOYMENT HISTORY

Purchaser / Machine Operator 2007 - 2010
TIMBER WEST LTD., Langley, BC

- Calculated cost of materials and other expenses using estimates, quotations and price lists to ensure accuracy
- Reorganized filing system and recording procedures
- Documented machine malfunctions and repairs into database; generated monthly reports
- Entered parts inventory in MS Excel spreadsheets; maintained adequate inventory levels
- Located suppliers, negotiated product prices, bonuses, and basic terms with suppliers
- Liaised with vendors/suppliers regarding parts deliveries and freight costs
- Processed purchase orders

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EMPLOYMENT HISTORY continued

Customer Service Representative STARBUCKS, Surrey, BC	2007
Order Picker TELCO MANUFACTURERS, Langley, BC	1994 - 2005

VOLUNTEER EXPERIENCE

Administrative Assistant PBS SERVICES, Surrey, BC	Present
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- Cross reference bank items against invoice totals to ensure accuracy
- Enter sales and expense data in MS Excel spreadsheets
- Maintain an accurate filing system

INTERESTS

- Reading
- Exercise
- Cooking