

OBJECTIVE: *Accountant*

PROFILE

- CGA Level 3 / 4 student with four years of accounting experience
- Performed accounting duties in accounting firms and various settings including mining, construction, and food industry
- Software experience includes Simply Accounting, Profile, and Navision; trained in AccPac
- Prepared financial statements, payroll, and government remittances
- Trained managers in simple bookkeeping tasks
- Requested by regular customers to solve problems
- Flexible, organized, dependable, and responsible

ACHIEVEMENTS

- ✓ Reorganized files and reduced time needed to find documents from two days to two minutes
- ✓ Identified errors on most monthly statements missed by accounting firm

EXPERIENCE

ACCOUNTANT / OWNER (Family-owned business) **1998 - Present**

King Crab Restaurant, Surrey, BC

- Set up and operated bookkeeping system for a company with 25 staff
- Used Simply Accounting to process accounts payable and monthly financial statements
- Prepared annual (T2) financial statements and other documents
- Prepared semi-monthly payroll; annual T4 and T4 summaries
- Prepared reports for payroll and tax deduction, PST, WCB, and GST remittances
- Assisted with customer service and other tasks, as needed

ACCOUNTING CLERK (Temporary)

Jun 2008

ADECCO Placement Agency, Vancouver, BC

- Assisted A / R clerk to reconcile invoices and credit card statements
- Assisted controller to design forms for budget and cost control
- Organized the documents of three branches

ACCOUNTS RECEIVABLES / RECEPTION (Temporary)

Jun 2007

Crimson International Ltd., Burnaby, BC

- Used Navision accounting software to process customer invoices, and credit memos
- Prepared bank deposits, spreadsheet records and monthly A / R reports
- Answered phones and handled other office duties

EXPERIENCE (CONTINUED)

- ACCOUNTING CLERK** (Seasonal) **Mar - Jun 2006**
H&M Partners - Chartered Accountants, Langley, BC
- Used Profile software to prepare personal income tax (T1) returns for tax season
 - Organized and filed office accounting documents
- COORDINATOR OF SETTLEMENT PROGRAM** **2003 - 2007**
Surrey - Delta Immigrant Service Society, Surrey, BC
- Coordinated and monitored eight language classes
 - Communicated with teachers, students, and parents
 - Wrote monthly reports on the programs' progress
- CHINESE LANGUAGE TEACHER** **1998 - 2002**
Five Star Chinese School, Richmond, BC

EDUCATION AND TRAINING

- LEVEL 3 / 4 CERTIFIED GENERAL ACCOUNTANT PROGRAM** **2004 - Present**
CGA Association, Vancouver, BC
- Studies include AccPac
- ECONOMICS AND ART COURSES** **1994 - 1995**
Palo Alto College, San Antonio, NY, USA
- COMPUTER APPLICATION** **1993 - 1994**
Laredo Junior College, Laredo, NY, USA
- CHINESE LITERATURE DEGREE** (Honors) **1982 - 1985**
Chengdu University, Chengdu, China

VOLUNTEER EXPERIENCE

- Treasurer / Member** **2007 - 2008**
Toastmasters International, Burnaby, BC
- Volunteer Tutor** **1993 - 1997**
Chinese Introduction and Culture, Freelance, NY, USA

INTERESTS

- Running, reading, gardening, and public speaking