**Bill Ledger Soon-to-be Accounting Graduate | Fluently Bilingual**

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**PROFESSIONAL PROFILE**

* 4th-year student currently completing an Accounting degree at the Telfer School of Management
* 2 years of practical experience in the field of accounting and 3 years in customer service
* Key courses in auditing theory, financial accounting, taxation, and management control systems
* Fundraising and marketing experience acquired through extensive volunteer work
* Focused and goal-oriented professional whose confidence and perseverance breeds success
* Recognized as a strategic thinker with outstanding analytical skills and problem‑solving abilities
* Active member of the Telfer Accounting Club; plan on obtaining the CPA designation
* Proficient in MS Office, QuickBooks, Sage 50 Accounting, Oracle Financials, and Minitab

**work Experience**

**Tax Auditor (Internship)** ─*PwC, Ottawa, ON* Monthyear – Month year

* Actively collaborated with team members, auditing financial records to determine tax liability
* Developed vast financial knowledge by researching material assets, surpluses, revenue, liabilities, and expenditures for 20+ client files assigned by upper management
* Verified net worth, reported financial status, and identified potential tax issues
* Analyzed issues to determine the nature, scope and direction of investigation required
* Conducted over 30 on-site audits at multiple taxpayers’ place of business

**Accounting Clerk** ─ Mitten Vinyl, *Ottawa, ON* Month year – Month year

• Executed calculating, posting, and verifying duties to obtain financial data and maintain accounting records for both the manufacturing and distribution departments

• Compiled and sorted invoices and cheques to substantiate business transactions

• Verified numbers associated with totalled accounts and with received and disbursed funds

• Computed and recorded information related to purchases, refunds, freight charges, and rental costs, as well as lost revenue due to damaged goods

**Customer Service Clerk** ─ *Langdon’s Flowers, Ottawa, ON* Month year – Month year

* Performed daily opening and closing duties, including totalling sales and cash remittances
* Trained 3 part-time employees in sales techniques, cash handling, and customer service
* Took up to 200 orders daily for floral arrangements and exotic plants as well as gift baskets
* Assisted clients in found merchandise to suit various occasions, tastes, and price points

**Education**

**Honours Bachelor of Commerce, with a specialization in Accounting** June 2021 (Expected)

*Telfer School of Management, University of Ottawa, ON*

Academic awards: Entrance scholarship; Dean’s List; CGPA: 8.9/10; Jean Chrétien Scholarship

**Community INvolvement EXPERIENCE**

**Member** Month year – present

Accounting Club, Telfer School of Management, University of Ottawa, *ON*

* Participated regularly in club activities and invited other students to attend
* Consistently offered assistance to executive members when needed

**Board Committee Member – Fundraising and Publicity** Month year – present

Help the Aged Canada, *Ottawa, ON*

* Helped to expand the donation program; researched grant opportunities, promoted programs through social media and organized and hosted public awareness activities

**Crisis Line Worker**

Distress Centre of Ottawa & Region, *Ottawa, ON* Month year – year

* Actively listened to all callers and responded to their concerns with patience and empathy
* Adequately escalated urgent calls to senior workers; gained a deeper understanding of mental health issues and appropriate forms of responses; raised awareness in the community