

Sunny Suzuki

5555 Resume Way
Kamloops, BC

Cell Phone: (250) 555-1324

E-mail: mrsun@tru.ca

JOB OBJECTIVE: Seeking an Accounting/Bookkeeping position with Highland Meadows Mine.

SUMMARY OF QUALIFICATIONS

- 5 years of accounting/bookkeeping experience
- Working towards CGA designation
- Possess excellent computer skills in Platinum, Accpac, QuickBooks, Simply Accounting, MYOB and Microsoft Office
- Strong knowledge of finance and taxation

EDUCATION

Thompson Rivers University 2010
Bachelor of Business Administration Degree, Major in Accounting Kamloops, BC

Relevant courses include:

- Intermediate accounting, cost accounting and finance
- Corporate taxation
- Computerized accounting; Simply Accounting and Accpac
- Auditing

Projects completed include:

- In a group of 4, conducted a mock audit on a local retailer, determining potential areas for business growth. Received an 'A' and positive feedback from instructor.
- Developed a human resource strategy for a company anticipating lay-offs. Presented information in class and received a 'B+'.

University College of the Cariboo 2003 - 2004
Diploma, Business Administration Kamloops, BC

Relevant course of study include:

- Advanced communication for business administration
- Microsoft Office: Access, Excel, Powerpoint, and Word
- Business Law and Marketing
- Human resources and industrial relation management
- Managerial accounting

CERTIFICATES AND AWARDS

- Dean's List - 2006
- First Aid Level 1 – St. John Ambulance

WORK EXPERIENCE

Joe's Restaurant, Sammy's Seafood, The Underground Café Jan 2010 – Sept 2010
Co-op Accounting Student Kamloops, BC

- Prepared payrolls for 50 employees
- Assisted in budget preparation for capital expenditure for a new project
- Forecasted budget expenditure for a new related company

Essence Communications Inc. June 2009 – Jan 2010
Customer Service Clerk Kamloops, BC

- Greeted customers and determined what services they required through conversation
- Suggested plans based on customer need
- Achieved 100% of set sales targets and consistently met supervisor's goals

Goldman & Associates Sept 2008 – June 2009
File Clerk Kamloops, BC

- Performed filing with accuracy in a busy law office
- Followed company regulations regarding confidentiality and privacy
- Described by supervisor as having good attention to detail and a drive to get the job done right the first time

REFERENCES

Ivan Smith

Accounting Instructor, Thompson Rivers University
Kamloops, BC
Phone: (250) 555-3333

Joe Smith

Owner, Joe's Restaurant
Kamloops, BC
Phone: (250) 555-1111
E-mail: jsmith@joesrestaurant.ca

Sam Dennett

Owner, Essence Communications Inc.
Kamloops, BC
Phone: (250) 555-2222