

EDUCATION

Canadian University*Bachelor of Commerce*

2015

- **Academics:** 3.6 GPA with an A in Statistics, Business Decision Models, Politics, Intro to Pharmacology
- **Honors:** Toronto National Book Award
- **Leadership:** Marketing and Publications Director at University Committee
- **Teamwork:** External Competition Participant on the University Committee

EXPERIENCE

CANADIAN FEDERAL AGENCY**Summer Intern–Tax and Audit Division**

May 2013-Present

- Provided clear and detailed explanations to an average of 30 clients daily in response to enquiries concerning business income taxes
- Reviewed and analyzed tax forms (T4A, T5018, T2) in order to collect payment in full from outstanding accounts
- Negotiated acceptable payment arrangements with clients in accordance to their financial status, and submitted legal claims when required

CAMPUS FINANCIAL SERVICES**Student Intern-General Accounting**

September 2012-May 2013

- Gain an overarching perspective on the university's operations by recording daily transactions in journal entries, and preparing financial statements and bank reconciliations to reflect monthly progress
- Assist in the transformation from the legacy system to the PeopleSoft system; reorganize files by business function and matched fund, research, and department codes to the appropriate legacy account
- Balancing 10-hour work weeks with full course load and extracurricular commitments

UNIVERSITY INVESTMENT COUNSEL**Marketing Analyst**

September 2012- May 2013

- Part of student-run committee that is responsible for the management of a \$600,000 investment portfolio on behalf of the Queen's School of Business while striving to outperform the market with managed risk
- Manage the sponsorship process through creation of a QUIC sponsorship package
- Assists various sectors (consumers, mining, technology) with stock analysis and portfolio management

MANULIFE SECURITIES**Investment Advisor Assistant [Co-op]–Capital Markets**

2010

- Utilized the skills developed during trainings to build budget sheets, financial projections and statements and stock overview presentations to customers

ADDITIONAL

Activities: Volunteering abroad experience with Global Nomadic, Completed RCM Level 8 flute, Former member of the TDSB Youth Band

Skills: Proficient in Microsoft Excel, Word, PowerPoint, Adobe Photoshop, Bloomberg, Data Entry

Competitions: Placed 1st in DECA Queen's Invitational in the International Business category in 2012, Placed 2nd in Queen's Micro Credit Challenge, 1st place AIMCO Leaders in Finance Essay Competition

Interest: Adventure Travel in Asia and South America; Pharmaceutical industry, Research development