

FIRST LAST

XXXX XXXXX XX, XXXXXXXX, XX | XXX XXX
(XXX) XXX-XXXX | XXX.XXXX@XXXX.XXX.XXXX.ca

EDUCATION

BUSINESS SCHOOL, CANADIAN UNIVERSITY, City, Province

Anticipated: May 2014

Candidate for Honours Bachelor of Business Administration

- **Cumulative GPA:** 82%
- **Honours:** Dean's List (2011, 2012, 2013)
- Participated in an exchange study term at XXXXX during XXXX

PROFESSIONAL EXPERIENCE

BIG 4, City, Province

May 2013 – July 2013

Tax Analyst – Research & Development

- Worked on claims in various pre-submission stages for clients in life sciences and manufacturing industries; tasks included data identification & entry, reviewing offshored work, costing analysis, and SR&ED claims preparation
- Worked on post-submission controversy projects for clients in TMT industry; tasks included preparation of data and facts for post-submission self-audit, audit defense package, and notice of objection
- Independently developed financial working papers of several companies, including a publicly traded pharmaceutical company with \$5B+ in revenues, and the tax credits refunded as a result of these efforts were in excess of \$1M
- Independently managed the entire client file of a mid-sized chemical company, which included identification and requisition of relevant PBCs, development of financial working papers, and completion & submission of the tax claim

BIG 5 BANK SUBSIDIARY, City, Province

April 2012 – August 2012

IT Projects Analyst

- Completed various tasks involving the alignment of XXXX's technology resources with its business requirements
- IT Planning: Represented various technology teams by attending project meetings, conducting effort and cost estimates, and working with project managers to ensure completion of relevant project deliverables
- Process Management: Conducted daily audits on emergency change request activities to identify defective requests, which led to a discovery of two flaws in the workflow process; investigated over 80 pre-authorized change templates, and identified and updated over 1000 erroneous data fields
- Module Implementation: Assisted in the introduction of Project Management Module in XXXX to integrate IT Planning activities in the cloud; made recommendations on the module's scope, back-end design, and front-end user interface to ensure that the module met ITPE's business requirements

CANADIAN UNIVERSITY, City, Province

September 2011 – April 2012

Accounting Assistant

- Completed accounting and clerical tasks to help the organization in its transition from legacy accounting system to PeopleSoft finance, and meet its external audit requirements
- Integrated data from the legacy system to PeopleSoft by exporting and importing information both manually, and through queries; Conducted variance analyses on long-term projects to ensure data integrity
- Identified and verified inactive research projects with petty sum deficit/surplus balances, created and uploaded the necessary journal entries to clear out the balances, and adjusted the projects' budget accounts
- Prepared procurement orders, quotations, and invoices of research projects to provide evidence of in-kind contribution values of over 100 innovation projects

EXTRACURRICULAR ACTIVITIES

Student-run Financial Literacy Federally Registered Charity – National Director of Marketing

September 2010 – Present

School Microcredit Fund with \$25k AUM – Co-Chair

September 2012 - Present

Student Investment Club (Registered Partnership) – Portfolio Manager

March 2011 – May 2013

XXXXX Class of 2014 – Year Rep

September 2010 – April 2011

OTHER INFORMATION

Languages: Professional proficiency in Asian Language not Mandarin

Technical Skills: Microsoft Office, PeopleSoft Finance, Service-Now Change Management

Other Courses: Canadian Securities Course (2011), Enrolled to write the CFA level 1 exam