

Sample Resume which was used to obtain an interview with Porter Airlines for an Accounting Role

STUDENT NAME

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SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused Senior Accountant with an excellent track record of accurately handling financial reporting in a deadline-oriented environment.

- Skilled at complex data compilation and analysis
- Expertise in developing and reviewing quarterly and annual financial statements in accordance with GAAP, within tight deadlines.
- Proficiency in supervising and reviewing the work of others.
- Knowledgeable in internal control structure with experience in testing and recommending control improvements.
- Excellent computer skills; proficient with Microsoft Word, and Microsoft Excel, and able to learn proprietary systems/applications quickly and with ease.

Skill Proficiencies

- Supervision of Staff
- Financial Statements
- Account Analysis
- GAAP Handbook
- Staff Management
- Internal Controls

DESIGNATIONS

Chartered Accountant Designation (CA) **2XXX**
Canadian Institute of Chartered Accountants

EDUCATION

Bachelor of Management and Organizational Studies **2XXX**

- **Honours Specialization in Finance and Administration**
The University of Western Ontario – London, Ontario

Diploma of Accounting **2XXX**
The University of Western Ontario – London, Ontario

PROFESSIONAL EXPERIENCE

Senior Accountant **2XXX–Present**
Grant Thornton LLP – Southern Ontario

Execution of financial statement analysis through detailed audit procedures. Determination of key risk areas and planning procedures to address identified risks. Delegation or audit work and supervision of audit team to ensure the most effective and efficient use of time and staff experience levels. Liaison between client management and audit managers and partners. Documentation of controls, analysis of control weaknesses and recommendation to increase control reliability.

Key Experiences:

- Gained audit experience in the marine freight industry, which involves specific accounting treatments with a focus on high dollar value assets with extensive maintenance demands. This experience would be relevant to the aviation industry.

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- Addressed client demands through research using the CICA Handbook and presented recommendations. This involved continual education in the new and emerging handbook sections for various industries with differing GAAP requirements.
- Determined appropriate audit procedures to address identified client risks, including the preparation of time budgets to ensure jobs were appropriately staffed.
- Managed and motivated team of employees at various skill levels and with different learning styles by providing challenging work, the appropriate level of supervision and a detailed review of the work performed.
- Worked with client management to ensure audit requirements were identified and prepared, to make certain a timely and efficient audit.
- Made extensive use of Microsoft Excel to compile and analyze data. Presented data in various formats depending on goals of analysis.

Accountant

2XXX – 2XXX

Grant Thornton LLP – Southern Ontario

Worked in a team atmosphere. Reported findings to the audit senior to determine the requirement of further analysis. Walked through documented internal controls to determine place and effectiveness.

Key Experiences:

- Worked with a very diverse team, adapting to and managing each individual working relationship, getting to know each colleagues work style and preferences.
- Continued improvement on documentation and analytical analysis.
- Demonstrated strong time management skills, in executing multiple tasks simultaneously to meet organizational goals.
- Tracked and reported status of outstanding work to senior audit staff to ensure that client work was completed on time and within budget.

TRAVEL/AVIATION EXPERIENCE

Originally from Nova Scotia, I have travelled to over 10 national and international destinations, averaging approximately 3 flights per year. Have flown with more than 9 airlines and have become very familiar with the aviation industry from a consumers point of view. Some recent travel destinations and airlines used include:

New York City – UC Airways
Bermuda 2XXX – West Jet
Chicago 2XXX – Porter Airlines
Nova Scotia 2XXX - Porter Airlines
England 2XXX - Air Transat
New Zealand 2XXX – Qantas Air

OTHER EXPERIENCE

Volunteer- Crohn's and Colitis Foundation of Canada – Burlington, Ontario

2XXX

Fundraised and coordinated event registration for the annual Heel'n-Wheel-a-thon for the Halton region. Organized event participants and the charity bbq ensuring a successful and smoothly run event .

Runner - Half Marathon

Trained for a long distance race, demonstrating commitment, sacrifice and discipline. The mental and physical demands help to develop skills that are valuable in a management position.