Susan Sample

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SUMMARY OF QUALIFICATIONS

- Two summers of accounting-related experience;
- 78% average in accounting courses
- Excellent teamwork and leadership skills demonstrated as Chair of Events Committee; increased club's membership over the last year; Peel Halton Soccer Association Captain
- Commended for high level of customer service as a Sales Associate for over three years

EDUCATION

Bachelor of Commerce, University of Toronto Mississauga
Program: Accounting/Finance and Economics
Working toward completion of CPA prerequisite courses by April 2019
Maintaining 78% average in accounting courses

ACCOUNTING RELATED EXPERIENCE

Payroll Clerk, GlaxoSmithKline 2016- present

- Coordinated and implemented projects involving data collection, organization, computer input and data analysis
- Presented project findings as a five member team to senior management; resulted in company-wide policy changes for the Payroll/Finance Department
- Prepared monthly internal financial summaries for two large international customers
- Followed up on outstanding invoices by contacting customers

ADDITIONAL EXPERIENCE

Chair, Events Committee, ISA (student Cultural Group) 2017 – present University of Toronto Mississauga

- Initiated and coordinated cultural events series, working collaboratively with up to 20 other students
- Planned timeline, designed marketing and prepared budget
- 200 students attended the three events with $500 over target raised

Sales Associate, Sportchek 2017 - present

- Regularly exceed monthly sales goals
- Manage all customer interactions by listening attentively, determining their needs and making suitable recommendations
- Commended for high level of customer service and responsiveness to needs

Volunteer, Peel Halton Soccer Association 2017 – present

- Promoted to Team Captain in Summer 2014
- Encouraged members to perform aggressively, while maintaining fair play and good teamwork
- Scheduled practices with members and coaching staff

COMPUTER SKILLS

- Expert level of proficiency with Excel, Access

INTERESTS

- Enjoy many types of music; have travelled to Southeast Asia

REFERENCES AVAILABLE UPON REQUEST

*Adapted from
https://www.utm.utoronto.ca/careers/sites/files/careers/public/shared/pdf/toolkit_samples/2019/SusanSign/Susan%20Singh%20-%20Most%20Effective%20Resume.doc.pdf