

# Bea Gonsalves

Toronto, Ontario, M1M 1M1 | beagonsalvez123@email.ca | 647-123-4567 | www.linkedin.com/bg123

---

## *Accounting and Payroll*

### PROFILE

---

- Detail-oriented and efficient BBA student with excellent knowledge of accounts receivable and accounts payable processes
- Demonstrated ability to thoroughly investigate and reduce reconciliation discrepancies
- Able to closely follow accounting practices and procedures with meticulous attention to detail
- Knowledge of payroll and benefit procedures with experience maintaining accurate employee records
- Collaborative team player with strong interpersonal and communication skills

### TECHNICAL SKILLS & KNOWLEDGE

---

- General Ledger Accounts
- Financial Reporting & Analysis
- Accounts Receivable/Accounts Payable
- Internal & External Audit Reviews
- Bank Reconciliation
- Sage 50cloud
- AccountEdge Pro
- QuickBooks
- Payroll
- Advanced Excel

### EDUCATION

---

**Hon. Bachelor of Business Administration, Specialization in Accounting** **2018 - Present**  
Trent University | Peterborough, ON

- Relevant courses: Financial Accounting, Human Resource Management, Auditing
- Dean's Honour Roll (2018 - Present)

**Bachelor of Arts, English** **2012**  
Universidad Andina Bolivar | Ecuador

- Equivalent to Canadian Bachelor of Arts, as recognized by World Education Services (2015)

### RELEVANT EXPERIENCE

---

**Accounting Placement Student** **Jun. - Aug. 2019**  
Blackburn Bookkeeping Inc. | Scarborough, ON

- Prepared monthly bank reconciliations and monthly expense statements for seven departments
- Assisted with auditing and expense report processing for 100+ employees with accuracy and efficiency
- Audited accounts payable to ensure accuracy in billing to general ledger accounts
- Assisted with the coordination and compilation of monthly and annual budgets
- Implemented a method for organizing data resulting in the improvement of information sharing between departments

**Administrative Assistant** **Sept. 2013 - Jul. 2016**  
ABC Company | Markham, ON

- Scheduled 30-50 weekly appointments and meetings for Account Managers and their clients
- Maintained a high level of organization; implemented a new filing system and digitized where possible
- Tracked office expenses and inventory for three branches, ensuring that supplies were well-stocked
- Responded to customer inquiries, and redirected to appropriate departments with a high level of courtesy and professionalism

### VOLUNTEER EXPERIENCE

---

**The Seasoned Spoon** | Trent University | Peterborough, ON **Oct. 2018 - Present**