

Allen Clarke

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Loyalist College graduate from the School of Business & Management studies seeking a full time entry level Accounting Clerk position, willing to relocate

Qualifications

- Superior knowledge of accounting software including Quick Books, Simply Accounting and Excel
- Skilled in financial accounting and management accounting
- Knowledge of taxation and financial planning
- Educated on Canadian Generally Accepted Accounting Principles
- Proven ability to efficiently work as a member of a team or individually
- Clear Criminal Record Check

Education

Accounting - Ontario College Advanced Diploma, Loyalist College, Belleville, ON – 2014

- *Courses included Accounting Applications, Inferential Statistics, Financial Management, and Macroeconomics*

Ontario Secondary School Diploma, Moira Secondary School, Belleville, ON – 2010

Related Experience

Accounting Placement, Welch LLP Chartered Accountants, Belleville, ON – 2014

- Calculated past and present data to prepare estimates and forecast trends
- Collected and organized statistical data
- Maintained accurate logs of all work and provided to manager in timely fashion

Other Experience

Customer Service, Future Shop, Belleville, ON – 2010-2013

- Communicated effectively with diverse clientele in busy retail environment
- Obtained Employee of the Month Award – Nov 2010

Stock Handler, A&P, Belleville, ON – 2010

- Worked effectively with little supervision to complete inventory replenishment as required

Gas Bar Attendant, Petro Canada, Belleville, ON – 2009-2010

- Followed strict safety protocols to ensure the safety of customers