

Joe Campus
123 Fraternity Ave.
Montréal, Québec, HOE 6L6
(514) 123-4567
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OBJECTIVE

Seeking an accounting position in budgeting and/or cost auditing with a growing corporation

EDUCATION

Bachelor of Commerce, Accountancy Expected DATE
John Molson School of Business
Concordia University, Montréal, Québec
Graduated with Distinction (GPA 3.71 / 4.30)

Diploma of Collegial Studies, Commerce DATE
Vanier College, Montréal, Québec

LANGUAGES

Fluent English and French, basic Ukrainian

COMPUTER SKILLS

Windows & Mac OS, Simply Accounting, MS Office (Word, Excel, Access, PowerPoint)

WORK EXPERIENCE

Founder / Manager DATE
In & Around Travel, Montréal, Québec

- Manage all aspects of tour guide agency
- Perform marketing/financial planning and analysis
- Manage human resources team of 12 tour guides

Sales Representative DATE
Trading Post, Montréal, Québec

- Identified client needs and problems and found the right solutions
- Provided accurate and honest product information
- Awarded the store's monthly *Courtesy Award* three times

Head Waiter

DATE

Jack Vincelli Inc., Calgary, Alberta

- Promoted from waiter to head waiter after 8 months
- Supervised and aided 8 waiters in the successful completion of their duties while providing customer service for up to 100 clients daily

EXTRA-CURRICULAR ACTIVITIES**Vice President (External)**

DATE

Concordia Accounting Students' Association

- Organized 9th Annual Business Luncheon
- Tripled attendance, as well as reduced former year's budget by \$800
- Served as link between accounting students and business world

Member

DATE

Undergraduate Business Games Gold Medal Team – Concordia

- Selected as part of top 81 commerce students from Concordia
- Resulted in first Anglophone university to win overall gold for *Team Sportsmanship*

Vice President of Finance

DATE

AIESEC Student Association – Concordia

- Budgeted and allocated funds for various functions
- Worked as part of a 7 member executive team
- Developed skills in area of public relations and marketing

VOLUNTEER EXPERIENCE**Event Organizer**

DATE

Montréal AIDS Foundation, Montréal, Québec

- Assist Head Coordinator in the planning of city wide AIDS rally

ACCOMPLISHMENTS

- Won *Gold Medal for Team Sportsmanship* at Undergraduate Business Games DATE
- Voted *Team MVP*, *League MVP* and *Best Defensive Player* for/by
Lasalle junior AA baseball team/league, selected for All Québec All-Star Team DATE
- Made *Honour Role* three consecutive years at Wagar High School DATE

INTERESTS

Business World Weekly, Crosswords, Fishing, Baseball, Table-Tennis

References available upon request