

# MEMO

**DATE:** April 8, 2021  
**TO:** Finance and Administrative Services  
**FROM:** Brenda Klerks, Manager, Payroll and Accounts Payable  
**SUBJECT:** Appointment of Vivien D'Costa to Accounts Payable and Payroll Supervisor

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I am pleased to announce that Vivien D'Costa will be moving into the role of Accounts Payable and Payroll Supervisor, effective May 3, 2021.

Vivien is a Payroll Compliance Practitioner, holds a Master's Degree in International Accounting and Finance from Heriot Watt University, a Bachelor's Degree in Commerce from St. Joseph's College of Commerce, and is presently working on the Payroll Management Certification through the Canadian Payroll Association.

Vivien joined Algonquin College in March 2018 and has worked in both Accounts Payable and Payroll.

Prior to moving to Canada, Vivien worked in a senior role with Oil Marketing and Trading International in Dubai for seven years.

Please join me in congratulating Vivien on her new role.