

SHANG CHI

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PROFILE

Analytical **Accounting and Financial Practice** student equipped with in-depth knowledge of financial and managerial accounting, taxation, auditing, and finance. Trained to prepare detailed financial reports, analyze financial data, and support sound decision-making in diverse business environments. Demonstrates strong organizational and problem-solving skills, with a commitment to accuracy, ethics, and confidentiality.

SUMMARY OF QUALIFICATIONS

- Applies Generally Accepted Accounting Principles (GAAP) to systematically record financial transactions, ensuring consistency and transparency in financial reporting.
- Prepares precise, timely, and user-relevant financial statements that meet the informational needs and goals of internal and external stakeholders.
- Analyzes financial and managerial accounting data to support informed business decision-making.
- Develops budgets that align with organizational goals and support effective resource allocation.
- Evaluates ongoing financial operations and recommend strategic improvements to enhance efficiency, profitability, and overall business performance.
- Communicates and presents complex financial information in a clear manner to stakeholders.
- Skilled in applying accounting principles using industry-standard software such as QuickBooks and advanced spreadsheet tools (MS Excel)

EDUCATION

Accounting and Financial Practice Graduate Certificate

Sept 2023 – Present

Algonquin College, Ottawa, ON

- **Achievements:** 3.85/4.0, Recognized on the Dean's Honours List
- **Selected Courses:** Accounting Spreadsheets, Income Tax, Management Accounting, Accounting Software Applications, Corporate Finance and Auditing Fundamentals

Ontario Secondary School Diploma

June 2023

Sir Robert Borden High School, Ottawa, ON

RELATED EXPERIENCE

Client Project: Accounting System Setup for a Local Coffee Shop Startup

Feb – April 2024

Integrated Accounting Practice, Algonquin College, Ottawa, ON

- Conducted 3.5 hours of professional meetings with client to understand business model, revenue streams (in-store, catering, online orders), expected expenses, and bookkeeping concerns.
- Created a chart of 25 accounts tailored to client's business (e.g. Expenses: rent, utilities, payroll).
- Set up framework in QuickBooks Online and delivered a 30-minute tutorial to client on how to track income and expenses using this system.
- Entered 15 transactions including vendor invoices, rent payments, and equipment purchases
- Generated a mock Income Statement and Balance Sheet with a net startup expense total of \$8,540
- Provided client with a 4-page guide (written in accessible language) on good bookkeeping practices, receipt management, and cash handling.

Case Study: Accounting Services for a Growing Nonprofit Organization

Jan – Feb 2024

Integrated Accounting Practice Scenario, Algonquin College, Ottawa, ON

- Reviewed 12 months of financial statements and identified discrepancies or areas for improvement.
- Analyzed company budget allocations and proposed a revised budget based on forecasted growth.
- Proposed revised allocation increasing program spending by 18% while reducing admin costs by 12%.
- Recommended a set of internal control procedures for handling donations and grant funds to ensure transparency and compliance.
- Drafted a 2-page executive memo explaining findings, using professional business writing skills and citing relevant accounting standards.
- Prepared and delivered a brief presentation highlighting key financial insights with visual charts and a before and after budget comparison.

VOLUNTEER EXPERIENCE

Volunteer Tax Preparer

Mar 2024

Community Volunteer Income Tax Program (CVITP), OPL Beaverbrook Branch

- Prepared and filed 100 + personal income tax returns for low-income individuals, seniors, students, and newcomers, ensuring accuracy and confidentiality.
- Delivered tax support during peak tax season, managing up to 8–10 client appointments per shift.
- Applied knowledge of tax laws and CRA guidelines to complete returns using certified tax software.
- Provided clear and respectful communication to clients, often assisting those with limited English proficiency or digital literacy.
- Maintained strict confidentiality and ethical standards when handling sensitive financial information.
- Collaborated with 5-10 volunteers and supervisors to ensure efficiency in clinic operations.

OTHER EXPERIENCE

Sales Associate/Cashier

Dec 2022 – Present

Shoppers Drug Mart

- Provided prompt, friendly, and knowledgeable customer service to over 50+ customers per shift, both at the front cash and throughout the store, enhancing the overall shopping experience.
- Operated the point-of-sale (POS) system efficiently to process cash, debit, and credit transactions.
- Assisted customers in locating products and answering questions about promotions.
- Replenished shelves, rotated stock, and checked expiry dates to ensure product availability.
- Followed company policies regarding loss prevention, handling sensitive customer information, and participating in promotional programs like PC Optimum points.

Sample Associate

June – Dec 2022

Club Demonstration Services (CDS)

- Engaged 100+ Costco members per shift, by preparing and presenting product samples, promoting brand awareness, and encouraging product purchases.
- Delivered clear, friendly product information and answered customer questions.
- Set up, maintained, and cleaned sampling stations in compliance with food safety standards.
- Consistently met or exceeded daily sampling and engagement goals, increasing product sales.

MEMBERSHIPS

Student Member

Jan 2024 – Present

Certified Professional Bookkeepers (CPB) of Canada