

TONY STARK

Ottawa, ON | 613-727-4723

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PROFILE

Detail-oriented **Business-Accounting** student, skilled in preparing and processing various accounting and business transactions using current accounting software and spreadsheets. Proven time management skills to complete tasks, respond to queries and resolve problems within tight deadlines. Effective communicator who demonstrates tact and discretion when handling confidential information. *Key areas of expertise include:*

- Tax Returns
- Accounts Receivable/Payable
- Financial Statements
- Invoicing
- Bank Reconciliations
- Payroll
- Financial Planning
- Budgeting
- Risk Management
- Audit Principals

SUMMARY OF QUALIFICATIONS

- Trained in recording, preparing, and reporting financial information in compliance with Canadian Generally Accepted Accounting Principles
- Skilled in performing accounts payable/receivable, payroll entries, and cash flow statements
- Competent in executing accounting for inventory in merchandising operations
- Able to prepare individuals income tax returns and perform basic tax planning
- Utilizes excellent problem solving and critical thinking skills to find realistic solutions
- Contributes to the team goals and actively offers assistance to other team members
- Written and verbal communication skills in both English and French
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook), QuickBooks and Sage50

EDUCATION

Business – Accounting

Jan 2021– Present

Algonquin College, Ottawa, ON

- GPA: 3.7/4.0
- **Selected courses:** Financial Accounting, Business Fundamentals, Spreadsheet Applications, Business Finance, Accounting Software Applications, Payroll & Compliance

Bachelor Degree in Commerce

June 2016

Carleton University, Ottawa, ON

RELEVANT EXPERIENCE

Business Accounting Field Placement

Jan 2022 – Present

Riverside Optical Lab Group, Ottawa, ON

- Complete monthly bank reconciliations, including general ledger research and reconciliation
- Support the preparation of standard and diverse management reports through information verification, proofreading, and assembly
- Prepare cash receipts, applied payments, and perform statement reconciliation
- Ensure all company payables are kept up to date and organized
- Enter and create invoices using Sage50

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OTHER WORK EXPERIENCE

Sales Associate

2019 – 2020

Wireless Wave, Ottawa, ON

- Worked in partnership with Sales Managers and team members to maximize store sales
- Exceeded team sales targets by 25% for three consecutive months
- Established trusting relationships with customers by providing guidance and follow-up service
- Provided customers with superior knowledge of all the product lines and services available
- Guided customers in making decisions on purchasing products that best fit their needs

Merchandiser

2018

Old Navy, Ottawa, ON

- Sold brand merchandise within the specified standards and enhanced brand image
- Ensured that all sales were processed in accordance with required procedures
- Created displays according to brand requirements and floor plans
- Assisted with monthly stock takes and the tagging of merchandise
- Aided clients with returns and queries, ensured brand image was enhanced
- Managed cash, invoices, and documentation in accordance with company policies
- Built client database by acquiring new customers

VOLUNTEER EXPERIENCE

Event Assistant

2018

Terry Fox Run, Ottawa, ON

- Provided participants with maps and equipment
- Volunteered to help organize existing Terry Fox Run

CERTIFICATIONS & TRAINING

First Aid and CPR Certificate

2020

St. John's Ambulance, Ottawa, ON

MEMBERSHIPS

CPA Certification Program

2020 – Present

Chartered Professional Accountants (CPA) Ontario

Student Ambassador

2020 – Present

Chartered Professional Accountants (CPA) Ontario