

CARL DUBOIS

35 Oak St.
Sudbury, Ontario P3W 1X9
Tel: (705) 555-8963

SKILLS AND ABILITIES

COMMUNICATIONS

- Prepared and presented year end accounting statements
- Responded to customer concerns and complaints

ANALYTICAL

- Illustrated ability to work well with numbers in preparing accounting statements
- Researched to customer concerns and complaints

ORGANIZATIONAL

- Responsible for designing, constructing and maintaining floor displays
- Prepare year end statements in order to forecast sales for the upcoming year

COMPUTER KNOWLEDGE

- Experience with WordPerfect, the Internet, spreadsheets and some database work

EDUCATION

2002-2006

HONOURS BACHELOR OF COMMERCE

Laurentian University
Sudbury, Ontario

WORK EXPERIENCE

May 2000 - Present

JUNIOR ACCOUNTING ASSISTANT

Soucie-Salo Safety, Sudbury, Ontario

- Organized accounts payable and accounts receivable procedures
- Helped prepare annual accounting statements
- Trained new employees on relevant accounting software

January 2000 - Present

SALES ASSOCIATE

Sears Sudbury, Ontario

- Sold footwear to customers and responded to customer inquiries
- Achieved sales above set quotas
- Participated in year-end inventory of products

ADDITIONAL INFORMATION

- Volunteer for the Cancer Centre
- Enjoy reading and tennis

REFERENCES AVAILABLE ON REQUEST