

# FRANKIE CHAN

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416.768.0386



frankie-chan.github.io

## EXPERIENCE

### WoodGreen Community Services – Income Tax Preparer

March 2017 – April 2017

- Submitted tax returns for clients through *EFILE* using tax software ensuring accuracy of information sent to CRA
- Translated for clients with limited English speaking skills to ensure they understood process of tax submission

### DECA uOttawa – Director of Technologies

May 2013 – May 2015

- Managed DECA uOttawa's website utilizing *WordPress, HTML, CSS, PHP, JavaScript, jQuery*
- Trained members for business case competitions: accounting, finance, marketing, hospitality & tourism, business management

### AIESEC Ottawa – Finance/Marketing Team Member

February 2013 – August 2014

- Conducted budget reviews of other team departments using ROI
- Developed promotional material with *Adobe Photoshop* to market to our clients about our services as well as designed internal template material for operational uses
- Utilized *Salesforce* CRM to organize events to connect with past alumni

### @TheSpace – Business Administrative Intern

May 2014 – August 2014

- Researched and analyzed various accounting software: *SageOne, Xero, Wave, and QuickBooks*
- Performed office administrative duties: clerical tasks (managed filing system, phone calls, CRM) and reviewed and edited peer documentation

## SUMMARY

I have four years of NPO experience whilst utilizing various business software and technologies to solve operational challenges.

I am quick and adept in taking initiative with learning new skills to resolve potential future problems.

Currently, I am searching for a career where I can feel involved with my work while being able to make a difference.

## EDUCATION

Bachelor of Commerce

Honours - Accounting

University of Ottawa

2016

## LANGUAGES

English / Chinese

## SOFTWARE & TECHNOLOGIES

