

Jane Hone

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HIGHLIGHTS OF QUALIFICATIONS

- Over two years of analytical accounting experience assisting with accounts payable, accounts receivable, financial analysis and reporting, and account reconciliations
- Excellent verbal and written communication skills having communicated negotiated vendor payment terms with management and collaborated with an Accounts Payable team of five
- Maintain a positive attitude with excellent customer service skills gained through working with numerous customers on a daily basis in a retail clothing environment
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Caseware, Quickbooks, Profile, and Sage
- Languages: fluent in English and French

EDUCATION

Business Administration Diploma, Accounting Specialty 2018 – Expected Graduation: May 2020
Okanagan College, Kelowna, BC

- Cumulative GPA: 88%

High School Diploma 2017
Mount Boucherie Secondary School, West Kelowna, BC

PROFESSIONAL EXPERIENCE

Accounts Payable Assistant 2016 - 2018
Garrett Roofing, Vernon, BC

- Supported the Accounts Payable team by reviewing over 100 invoices received per day and matching them to the related supporting documentation
- Ensured proper authorization and account coding by presenting all documents to proper management personnel
- Supported management by renegotiating payment terms with dozens of suppliers, rectifying escalated accounts payable issues from employees and vendors, and developing an effective accounts payable system to bring all delinquent accounts current

Sales Associate (part-time) 2016 – 2017
Old Navy, Vancouver, BC

- Ensured superb customer service by greeting each and every customer, answering any customer inquiries, resolving customer concerns, and suggesting clothing items based on customer needs

INTERESTS

- Assisting family and friends with tax preparation, dirt biking (member of the Kelowna Dirt Bike Club), and camping