Xiaoyu Wen

514-386-6908

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**SUMMARY**

* Work effectively individually as well as a responsible team player.
* Exceptional communication skills and problem solving skills.

**SKILLS AND KNOWLEDGE**

**GENERAL ACCOUNTING**

* Client accounts
* Supplier accounts
* Billing
* Payroll
* Bank reconciliation
* Budgeting

**COMPUTER SKILLS**

* Sage 50
* Microsoft Suite
* Access
* Dreamweaver

**LANGUAGE SKILLS**

* Chinese (mother tongue)
* English (Fluent)
* French (Basic)

**EDUCATION**

2017-2019 **DEC in Accounting and Management Techniques**

LaSalle College, Montreal (Quebec)

29.451R Score

Grades of major courses:

* Computerized Accounting (grade: 100%)
* Cost Accounting (grade: 100%)
* Specialized Accounting (grade: 98%)
* Accounting Ⅲ (grade: 97%)

**WORK EXPERIENCE**

2017 July-December **Waitress**

Tianxia Barbecue à volonté, Montreal (Quebec)

* Cashier and bookkeeping
* Purchase and manage inventory
* Help train new waiters
* Team player-fill in wherever help is needed