

JULIA GATTO

HIGHLIGHTS OF QUALIFICATIONS

Business Accounting Diploma	Team Building & Collaboration
Business Financial Management	Organized and Efficient
Bookkeeping Procedures	Practice Inclusivity
QuickBooks/ Sage 50 Accounting	Multi-task Effectively
Microsoft Office Software Applications	Client-Service Focused
Clear Communication	Initiative and Continuous Learning
Computer Literacy & Research	Clear CPIC/Vulnerable Screening Sector
Business Documentation	Valid Driver's License
Strong Attention-to-Detail	Reliable Transportation

PROFESSIONAL SKILLS

Business Accounting & Financial Management

- Recent, up-to-date training in business accounting and financial management procedures
- Manual entry bookkeeping procedures: general ledgers, journals, accounts payable and receivable
- Proficient with mathematical concepts and calculations; business financial management knowledge
- Familiar with Sage 50 Accounting and QuickBooks software
- Competent in the use of Microsoft Office software applications: Word, Excel, Outlook, & Access
- Enter data accurately and efficiently in related software application
- Develop various business documents: letters, reports, memos
- Maintain filing systems, alphabetical and numerical
- Create spreadsheets, charts and graphs, entering accurate data and formulas

Office Administration & Organization

- Handle incoming calls, screening and directing appropriately
- Deal with highly confidential and sensitive materials with professionalism and tact
- Efficiently file, distribute, photocopy, and fax documents
- Good organizational skills with ability to set priorities
- Multi-task in a fast-paced environment; meet deadlines
- Maintain and monitor inventory; replenish as needed
- Implement changes to procedures and processes that result in demonstrable efficiencies

Client Care & Interpersonal Skills

- Demonstrate respect toward diverse groups of people; promote inclusivity
- Goal-driven and committed to continuous learning opportunities
- Work well with co-workers, supervisors, and management; collaborate and meet shared business goals
- Sound critical thinking and decision-making skills
- Actively promote and support client engagement and care with focus on exceeding expectations
- Work independently with proven reliability and trustworthiness
- Offer information and guidance to clients in a clear and concise manner

JULIA GATTO

PROFESSIONAL EXPERIENCE

Receptionist Bayridge Animal Hospital – Kingston, ON	2019-2020
Receptionist/Administrative Assistant Caldwell Wealth & Estate Advisory Ltd. – Kingston, ON	2016-2018
Receptionist/Accounting Clerk Volvo – Van Herpt Motors Limited – Kingston, ON	2014-2016
Receptionist/Administrative Assistant Scott Batson Financial & Insurance Services Ltd. – Kingston, ON	2010-2014

EDUCATION & TRAINING

Business Accounting Diploma (<i>honours</i>) Academy of Learning Career College – Kingston, ON	2021
Medical Terminology Certificate St. Lawrence College – Kingston, ON	2014
Office Administration Certificate St. Lawrence College – Kingston, ON	2001

References available upon request