Jane Li

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Anytown, BC JaneLi@gmail.com

# PROFILE

* 3 years experience working with people with diverse backgrounds across a wide variety of settings.
* Currently studying Accounting with future goal of becoming CPA.
* Accounting, Finance, and Marketing student with a track record of positive academic performance.
* Excited to learn more in the field of Accounting through schooling and practical experience.
* Always taking up leadership opportunities in my community as well as working in a team to achieve the goal.
* Proficient in Sage50, all MS Office programs, and most social media platforms

# WORK EXPERIENCE

**Accounting Co-Op Student May 2020 – Aug 2020**

Globex, Anytown, BC

* Assisted with basic accounting tasks and projects using Sage50.
* Supported Finance and Accounting departments with multiple projects including tax audit.
* Reviewed processes and recommended improvements to VP Finance.
* Completed all filing efficiently and ahead of schedule.

**Security Officer Sep 2018 – Apr 2020**

Citadel Security, Anytown, BC

* Maintained a secured environment at multiple locations by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment and access points.
* Completed reports by recording observations, information and occurrences and providing them regularly to supervisor.
* Oversaw security access points and conducted security checks of personnel.

# VOLUNTEER EXPERIENCE

**Medical First Responder Aug 2019-Present**

St. John Ambulance, Anytown, BC

* As part of a team of four, promptly provided first aid within the scope of training at events with up to 2,000 attendees.
* Objectively recorded and reported signs and symptoms of injuries and/or exposures.
* Referred the injured to medical treatment if injuries are serious.

**GU Student Wellness Ambassador Sep 2018 - Apr 2020**

Greendale University Wellness Centre

* Organized and lead the events while providing support to the team members and the Wellness coordinator as required.
* Provided day to day support in the regular shifts and continuous support in the meetings, events brainstorming and on the day of the event.
* Developed social media plan, created content for, and monitored social media.

**Wildfire Volunteer Apr 2017- Oct 2018**

Wildfire Services, Anytown, BC

* Worked as part of 20-person crew to contain and extinguish multiple wildfires each season.
* Trained with and maintained equipment to high standards.
* Ensured safety of self and team and supported training of new crews in my second year.

**Marketing Director Sep 2017 - Apr 2018**

Greendale University Bachelor of Business Administration Student Association

* Developed and implemented the brand strategy and provided suggestions and ideas for website.
* Maintained a social media and designed social media campaigns and events.
* Supervised and implemented the marketing strategy, increasing attendance at events by 60%.

# EDUCATION

**Bachelor of Business Administration, Accounting 2017 – Present**

Greendale University, Anytown, BC

* Accounting Major, Marketing Minor, Co-Op Student
* Courses in Management, Accounting and Sage50, Human Resources, Marketing and Social Media, Business Law, & Financial Accounting.
* Expected Graduation April 2021

# AWARDS and CERTIFICATIONS

**Globex Accounting Student Award 2020**

**Social Media Manager Certificate,** *Social Media Company A* **2020**

**Frank Oz Greendale Business Scholarship 2019**

**WorkSafeBC Occupational First Aid (OFA) Level 2,** *St. John Ambulance* **2019-2022**