

Angela D. (Weal) Quinn

573 Coxheath Road, Sydney, NS, B1R 1S1, 902.578.2515

email: allthatcountsbookkeeping@gmail.com

PROFESSIONAL EXPERIENCE:

July 2015 – May 2017 Keltic Furniture Sydney, NS
Executive Administration

- Manage flow of work by establishing priorities, ensuring that policies/procedures are followed, and deadlines are met.
- Provide Administrative Assistance to Owner, Manager(s) and staff, carrying out the daily administrative activities.
- Prepare monthly Sales Reports, transfer manual data to Excel for reconciliation.

March 2013 – May 2015 Maritect/AG Research Sydney, NS
Accounting Assistant

- Provide high-level accounting assistance to Controller regarding day-to-day operations of two companies, assist with bookkeeping for third company.
- Provide all Administrative/Accounting training to current and new staff.
- Provide customer service to all incoming inquiries via telephone, in person and via email in a timely and professional manner.
- Liaise daily with clients, vendors, Operations and Branch Managers for correctness of information, and integrity of a variety of databases.
- Daily Administration of two companies, mentoring one staff member.

January 2012 – March 2013 Cominar REIT Halifax, NS
Accounting Technician

- Responsible for the operation of Accounts Payable for 60 properties and four companies.
- Respond to service requests from tenants via email, fax, and phone. Record service request after distributing to staff appropriately; and follow up as required.
- Assess accounts payable documentation for accuracy and completeness in accordance with Cominar's policies, resolve vendor inquiries regarding overdue accounts.
- Prepare and verify monthly Accounts Payable/Service Request reports to the Controller.
- Respond to Audit Inquiries from the CFO in Montreal, to ensure that Cominar Accounts Payable policies and procedures are adhered to.

March 2008 - September 2011 Perks Coffee Limited Halifax, NS
Executive Administrator/Accounting Manager

- Provide Administrative support to Executive: Owners, HR and Operations Managers. This included: calendar management, memo writing and budget preparation.
- Provide daily Sales Activity reports to Operations Manager, providing year over year analysis.
- Provide Administrative support to Branch Managers and Supervisors.
- Daily G/L, A/R, A/P posting, daily reconciliation of all accounts.
- Prepare and submit quarterly Financial Statements to Bank, monthly Financial Statements to owners.
- Prepare for year-end financial auditing and enter year-end adjusting entries provided by CA.
- Responsible for the planning, development, and implementation of OHS Policy. This includes creating Manuals to be used by each location.
- Assist HR Manager with all labour related issues. Assist in interpretation and application of NS Labour Standards Act.
- Responsible for the interpretation and application of NS Alcohol and Gaming Act as it applied to Perks' license
- Responsible for one staff member: Accounts Receivable Clerk. Prepare for and participate in annual employee review with HR Manager.

January 2002 – December 2007 Credifax Atlantic Limited Dartmouth, NS
Credit Reporting Clerk

- Provide Full Investigative reporting to clients (business-to-business), based upon credit applications and external resources, within PIPEDA regulations.
- First point of contact for Credifax: provided general reception, received and directed incoming calls to appropriate persons.
- Coordinate monthly Food Group meetings, which include providing Full Investigative Reports, Legal Checks, and external resource database checks on upwards of 30 companies per month.
- Daily maintenance of databases, keeping them timely and accurate.
- Prepare two weekly reports, Early Warning and Legal Activity Reports.
- Created a system to update NSF cheques reported on the Early Warning Report, thus making sure that the database was accurate and timely.

December 1999 – January 2002 Sleeman Breweries Limited Guelph, ON
Executive Administrative Assistant

- Manage brewing inventory reporting and recordkeeping (including finished product) per Sleeman Brewery policies and procedures.
- Responsible for AP payment and payroll preparation.
- Maintained database of orders/deliveries to licensees for volume management by Plant Manager.
- Responsible for overseeing the Cold Beer Store operation, assist Store Manager with product ordering, inventory maintenance, and any HR or Compliance issues.

May 1993 – June 1999 Wee Rent It/Hertz Equipment Rental Dartmouth, NS
Credit Management/Accounts Receivable

- Responsible for development and delivery of Credit Department policies and procedures regarding confidentiality, granting and collecting credit.
- Responsible for development and delivery of daily policies and processes regarding Accounts Receivables.
- Account Reconciliation, Collections, some legal activity.
- Daily contact with Sales Reps regarding new, overdue or over credit limit accounts. Responsible for reporting to keep Sales Reps informed regarding the activity on their accounts
- Reported directly to owner of company, then to Regional Credit Manager.

EDUCATION:

1990-1992 NSCC – IW Akerley Campus

- Advanced Secretarial Certificate
- Received Certificate of Merit for highest academic standing of Business Programs.

REFERENCES:

- Mr. Ken McPhee, Owner, Keltic Furniture: 902.539.1715
- Mr. Victor Kielbratowski, Owner, Kiel Developments: 902.468.3239
- Mr. Rodger Noel, Owner, Credifax Atlantic: 902.450.5070
- Dr. Eva Curry, Professor, Acadia University: 902-670-5819
- Eric Keys, Controller, Linpro Petroleum: 902.562.2433

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All That Counts Bookkeeping

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allthatcounts2015@gmail.com

PROFESSIONAL EXPERIENCE:

Cedars Club/St Joseph's Lebanese & Syrian Benevolent Society

- Preston Ball – 902.578.2366

- Payroll Processing – Weekly
- Reconcile Bank/Loan Accounts (4) – Monthly
- Reconcile AP – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually – Year over Year
- HST Filing/Remittance – Quarterly
- Payroll Filing/Remittance – Monthly
- T4 & Summary Filing – Annually
- T2 Return – Annually
- CRA Representative

Torque Speedshop Inc.

- Matt Dilney – 902.270.5223

- Reconcile Bank/Loan Accounts (5) – Monthly
- Reconcile AP/AR – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually – Year over Year
- HST Filing – Quarterly
- T5 & Summary Filing – Annually
- T2 Return – Annually
- CRA Representative

Nicole Webb RMT Ltd.

- Nicole Webb – 403.305.0630

- Reconcile Bank Accounts (2) – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually – Year over Year
- HST Filing/Remittance – Quarterly
- T5 & Summary Filing – Annually
- T2 Return – Annually
- CRA Representative

Darrell MacAulay Independent Distributor

- Darrell MacAulay – 902.549.2190

- Administration
- Payroll Processing - Weekly
- Reconcile Bank/Loan Accounts (3) – Quarterly
- Financial Reports: Trial Balance, Profit & Loss – Quarterly, Annually – Year over Year
- HST Filing/Remittance – Quarterly
- Payroll Filing/Remittance – Monthly
- T4 & Summary Filing – Annually
- Sole Proprietorship T1 Return/Remittance – Annually
- CRA Representative

Just In Thyme Restaurant Limited

- Kris Kerr – 902.539.0317

- Administration Assist/HR Assist
- Reconcile Bank/Credit Card Accounts (3) – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually – Year over Year
- HST Filing – Quarterly
- Payroll Processing – Bi-Weekly / Filing – Monthly
- T4 & Summary Filing – Annually
- T2 Return - Annually
- CRA Representative

D & R Technologies Inc.

- Derek Brown – 709.697.3329

- Reconcile Bank/Loan Accounts (7) – Monthly
- Reconcile AP/AR – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually – Year over Year
- HST Filing - Quarterly
- T4/T5 & Summary Filing - Annually
- T2 Return – Annually
- CRA Representative

PGW Upholstery Ltd.

- Paul Williams – 902.574.5498

- Reconcile Bank Accounts (2) – Monthly
- Financial Reports: Trial Balance, Balance Sheet, Profit & Loss – Monthly, Quarterly, Annually
- HST Filing/Remittance – Annually
- T2 Return – Annually
- CRA Representative

Other Clients:

Justin Ayre Management Inc. (Alexandra's Pizza)

- Justin Ayre, 902.919.4561

Rybran Electrical Limited

- Ryan Reid, 902.577.2079

Kreative Designs Limited

- Kim Boudreau, 902.567.0648

Sentry Security & Investigations Inc.

- Ian Townsend, 902.317.4102

Maskwiomin Skin Care

- Matthias Bierenstiel, 902.563.1391

Quality Cameras/Jaasmorr Investments

- John Morrison, 902.304.4967

Glenn Joseph Independent Distributor

- Glenn Joseph, 902.371.5364