

# Danielle Childs

Accounting Associate

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## Education

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### CPA Western School of Business

Currently enrolled in PREP with one remaining course

Online

2021 - Present

### University of Victoria

Bachelor of Arts in Economics

- Business Minor

Victoria, BC

2015 - 2019

## Skills

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### Proficient with Microsoft Office programs

- Excel, Word, Access and PowerPoint

### Strong Communication Skills

- Organize/Order company inventory
- External communication with other offices.

### Detailed Oriented

- Accurate entry of data for a provincial revenue service

## Experience

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### Accounting Associate

Vancouver, BC (remote)

Bench Accounting

Sept 2019 - Present

- Independently owned a portfolio of approximately 90 small business clients
- Delivered monthly books for each client
- Completed three tax seasons by preparing each client with a year-end fanatical package
- Followed strict communication cadences to keep all clients informed with their financials

### Business Account Processing Clerk

Victoria, BC

ESIT Advanced Solutions – B.C Tax Revenue Services

May 2019 – Aug 2019

- Process documentation for the Ministry of Finance including Property Tax Deferrals
- Trusted to appropriately and ethically handle confidential tax documentation
- Work under strict deadlines with great efficiency and ease
- Quality check information according to government standards and policies