

Travis Wood

Bureau (819) 516-0515

Cell (819) 744-1484

286 rue Henri-Bourassa, Papineauville, QC J0V 1R0 traviswood@videotron.ca

EDUCATION

May 2010 DEC in Business Administration:
Accounting and Management Technology
Dean's Honor Roll
Vanier College, Saint Laurent, Quebec

Fall 2006 Business software
Microeconomics
Contemporary Business Thinking
Concordia Institute for Co-operative Education, Montreal, Quebec

December 2005 DEC in Social Science (Commerce)
Honor Roll
Vanier College, Saint Laurent, Montreal

ACADEMIC ACHIEVEMENTS

2010 Winner: Dawson College Bilingual Business Administration Case Competition - Finance
2010 Winner: Vanier College Cheetah's Den Business Pitch Competition
2010: Vanier College Tax Clinic Volunteer
2009: Lachute Adult School Career Week Guest Speaker

LANGUAGES

| | |
|---------|--------------------|
| English | Written and spoken |
| French | Written and spoken |

TECHNICAL SKILLS

Microsoft: Word, PowerPoint, Excel, Access, Outlook, Publisher
Sage: Simply Accounting, Accpac, 50, Online
Quick Books Online, CaseWare
Sun Systems, Q&A, Birtchstreet, V1 Web Query, DT Practice
Property Manager (Opera), Tac Cycle, Ufile Pro
Micros, Moneris

WORK EXPERIENCE

Feb 2009-Present

Taxation & Bookkeeping (Self Employed Business)

Travis Wood, Papineauville, QC

- Interview clients
- Collect tax slips and follow-up for missing information
- Compilation of annual data: self-employed & rental business
- Prepare Federal & Provincial tax returns
- Review tax returns with clients and collect payment
- Efile returns
- Complete Annual, quarterly & monthly tax remittances
- Complete monthly & quarterly bookkeeping

Aug 2021-Dec 2021

Bilingual Accountant

Boyer & Boyer, CPA, Ottawa, ON

- Interview Clients
- Compilation of annual data: self-employed & rental business
- Prepare Federal & Provincial tax returns
- Teach staff how to prepare tax returns
- Compilation of accounts & Bookkeeping
- Analyze financial statements
- Complete Annual, quarterly & monthly tax remittances
- Meet with clients for need assessments
- Complete sales proposals & present to clients
- Client follow-up for missing info and inquiries
- Collect overdue accounts

Oct 2010-July 2020

Credit Manager & Accountant

Fairmont Le Chateau Montebello & Kenauk, Montebello, QC

- Verify group credit applications & deposits schedules
- Manage Marina, Employee, Golf, and Tour/FIT accounts
- Explain invoices and collect overdue accounts
- Respond to client telephone & e-mail inquiries
- Solve billing issues (Individuals & Groups)
- Complete Opera postings & complete month end reports
- Create & post journal entries
- Complete reconciliations and manage bank & credit cards postings
- Clear outstanding checks in Q&A and prepare weekly cash flow report
- Create internal controls, manage gift certificates and Marina financial operations
- Prepare and host monthly credit meetings & produce the meeting minutes
- Manager on duty monthly
- Perform quarterly inventory audits
- Prepare deposits, settle credit cards, and prepare audit report for Kenauk
- Manage accounts payable for Kenauk

Filename: Resume Travis Wood
Directory: C:\Users\utilisateur\Desktop
Template: C:\Users\utilisateur\AppData\Roaming\Microsoft\Templat
s\Normal.dotm
Title: TRAVIS WOOD
Subject:
Author: Systems Services
Keywords:
Comments:
Creation Date: 2022-01-05 19:29:00
Change Number: 3
Last Saved On: 2022-11-30 20:10:00
Last Saved By: Travis Wood
Total Editing Time: 3 Minutes
Last Printed On: 2026-04-29 20:19:00
As of Last Complete Printing
Number of Pages: 3
Number of Words: 681 (approx.)
Number of Characters: 3 749 (approx.)