

Work It: Payroll Trainee (May – Aug 2019)

AUD: Elaine Thurston

Primary Responsibilities:

1. The accurate and ongoing maintenance of the Production Bible;
2. The collection of Residency Paperwork from crew, cast and BG cast in keeping with the parameters set out by EP in order to meet the needs of the tax credit;
3. Maintaining accurate cast, crew and BG binders for tax credit preparation;
4. Maintaining and updating a weekly log identifying missing documentation;
5. Proactive communications with crew, cast and/or agents to facilitate collection of residency documentation;
6. Assisting in the weekly preparation of payroll documentation resulting in accurate and timely payroll for crew, cast and background performers;
7. Distribution of crew and cast pay envelopes; and
8. Photocopying, filing and general miscellaneous tasks as required.

Locke and Key: Daily Accountant, Trainee (April, 2019)

Payroll First Accountant: Sara Pickett

1. Assembled check packages - confirmed documents contained required approvals;
2. Filed completed payroll packages and residency documentation.

Capital One Bank (Canada Branch) 2003 – 2019

Project Manager/Process Manager

- Established project plans and built highly-motivated, productive teams across multiple departments in the organization;
- Collaborated with the project team to: build the project timelines, established the project schedule and sequenced activities to ensure the project ended on time;
- Managed project budget and provided regular cost reporting;
- Identified potential roadblocks, researched mitigation plans in collaboration with the project team and provided risk analysis to the project customer;
- Established a strong interaction model that resulted in timely and meaningful reporting to the project customer and stakeholders;
- Collaborated with change management and transition teams to implement training and integrated legacy systems with new systems and processes; and
- Documented metrics, tracked project status and built monthly scoreboards to be distributed to project stakeholders bi-weekly.

Personal Attributes

- Exceptional Work Ethic
- Extremely Adaptable
- Results Focused
- Accustomed to Long Hours
- Detailed Focused
- Accountable
- Exceptional Customer Service Skills
- Very Strong Communication Skills

Skills

- Advanced Excel
- Advanced QuickBooks
- Microsoft Office
- Google Sheets
- Introduction to Payroll Part 1 (DGC)

Education

- Finance and Management Accounting
- Professional Project Management (PMP)
- Human Resource Certification
- McMaster University - Faculty of Business