

ALEX CHARLES

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Klynveld Peat Marwick Goerdeler
Bay Adelaide Centre, 333 Bay St. #4600,
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Re: Intern, Development Accounting

Dear Recruitment Officer,

The passion Klynveld Peat Marwick Goerdeler (KPMG) has for entrepreneurial thinking coupled with its unwavering commitment to Equity, Diversity, and Inclusion (EDI) is what drew me to apply for the Development Accounting Intern position. As a current community leader, I have developed a deep appreciation for the value of such an environment and am eager to contribute to Dream's thriving culture and leverage my expertise to drive impactful outcomes for clients. I believe that my exceptional collaboration skills, combined with my strong analytical abilities and attention to detail, make me an ideal candidate for the Development Accounting Intern position and a valuable addition to your world-class team.

As the Associate of Finance at the Association of Accountancy (AOA), a non-profit organization focused on student networking and professional skill development to help them excel (pun intended) in their careers, I collaborated with multiple department teams to support the optimization of financial planning. Through efficient expense tracking and thorough financial analyses, I identified cost-saving opportunities and optimized resource allocation. Additionally, I partnered with the marketing team to identify new revenue streams, contributing to AOA's financial stability and sustainable growth. Through teamwork, open communication, and data-driven decision-making, I played a vital role in supporting students' success in their accounting careers at AOA. Leveraging my expertise, I am committed to ensuring the utmost efficiency in our day-to-day operations while supporting my team members.

While taking an accounting course, I had the privilege to conduct a comprehensive analysis of Air Canada's Covid-19 strategy. Using financial ratios and comparative analyses, I assessed profitability, liquidity, and market indicators against industry competitors. To facilitate data interpretation, I translated the findings into visually compelling charts, extracting valuable insights. Capitalizing on these insights, I provided well-informed recommendations to improve Air Canada's operations. Moreover, I formulated management strategies aligned IFRS to address cash flow deficiencies, manage Covid-19 refunds, and ensure the preservation of Air Canada's esteemed reputation, customer satisfaction, and overall financial integrity. Building upon this experience, I am well-prepared to contribute to the monthly and quarterly financial reporting processes, as well as to assist in the execution and understanding of accounting treatment for key transactions and financial activities.

These qualifications represent a glimpse of the expertise I can offer if given the opportunity to join your esteemed team. Collaborating with Dream, an organization I deeply admire for its genuine dedication to the community, particularly evident in its pursuit of attainable and affordable housing, as well as its commitment to delivering exceptional service to clients, would be an immense honor. Thank you for your time and consideration and I look forward to interviewing with you.

Sincerely,
Alex Charles

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SUMMARY OF QUALIFICATIONS

- Demonstrated ability to analyze complex financial data, identify trends, and provide valuable insights to support decision-making processes as the Delegate for Empower case competition.
- Developed competencies in Excel features like Pivot tables and VLOOKUP as the associate of finance AOA club
- Exceptional organizational abilities to handle multiple tasks and meet deadlines in fast-paced environments.

EDUCATION

Bachelor Of Business Administration | University of Toronto| Co – Op **2021-Present**

Relevant courses: Introductory Financial Accounting, Management Accounting, Quantitative Methods
Accolades: \$3,000 entrance scholarship awarded in recognition of outstanding academic achievement

RELEVANT PROJECT EXPERIENCE

Project Lead – Impact of EDI on a Company’s Performance

Management Accounting | University of Toronto Scarborough **2023**

- Conducted in-depth financial analysis utilizing financial ratios to assess the impact of the Equity, Diversity, and Inclusion (EDI) policy on the organization's finances, resulting in great academic success.
- Utilized financial modeling techniques to isolate and quantify the effects of different elements within the EDI policy on financial performance, resulted in a deeper understanding of using EDI to increase efficiency.

Analysis of Air Canada’s Covid-19 Strategy Management

Introduction to Financial Accounting | University of Toronto Scarborough **2022**

- Analyzed year-end financials, comparing them with competitors, through examination of financial ratios, resulting in improved research and Excel skills.
- Developed IFRS-compliant strategies to address cash flow deficiencies, and maintain Air Canada's reputation, customer satisfaction, and financial integrity, demonstrating strong problem-solving skills.

LEADERSHIP EXPERIENCE

Delegate Empower Case Competition

20XX – PRESENT

- Collaborated with team members to brainstorm innovative solutions, conducted comprehensive online research, and contributed personal insights to develop optimal revenue and cost strategies.
- Delivered a compelling presentation, effectively answered questions, and convincingly led the team to secure first place in the case competition.

Associate of Finance |Association of Accountancy

20XX – PRESENT

- Managed financial records, including budgeting, expense tracking, and revenue projections, ensuring accuracy and compliance with financial regulations.

- Actively participated in financial planning initiatives, contributing to the development of effective financial goals and strategies for the club.

SAMPLE