NAME: Corrie Bownick

Occupation: Store Director

Corrie Bownick is a cycling enthusiast and passionate environmentalist, based in Vancouver. She loves all types of bicycles, from old school beach cruisers to nimble road bikes. Corrie has extensive client facing and business experience, particularly in sales, and hopes to bring her knowledge to HUB's Board of Directors. Her goals as a HUB Director are to make bicycle commuting more convenient and attractive for women by increasing awareness, offering safety training and lobbying for more cycle-friendly infrastructure and services from both government and business organizations. I believe the cycling is an important part in the fight against climate change and it is imperative that cycling becomes easier and more convenient for the average citizen.

Vision for Cycling:

My goal is to help women feel more comfortable cycling in Vancouver, specifically when commuting to work. Not only does safety need to be a consideration (more bike lanes, education, etc) but also infrastructure and services need to be in place, making it more convenient to commute by bike.

Brief Employment & Board/Volunteer History

Maison Birks, Store Director	July 2014 – present	
Boutique Jacob		
Store Manager	Jan 2013 — Jul 2014 (store closure)	
Assistant Manager	Sep 2011 — Jan 2013	
Senior Keyholder	Sep 2010 — Sep 2011	
UnNomDeGuerre Media, Editor in Chief	Jan 2011 — Apr 2014	
HUB Cycling, Volunteer	Spring 2016	
Bike to Work Week, tabling		
Wilderness Committee, General Administration Volunteer	Spring 2016	
Canadian National Institute for the Blind, Volunteer	2009 — 2010	
 assisting a woman in her home and providing companionship. 		
Small consulting practice, Volunteer/Karma driven	2016	
 advise nonprofits and other forward thinking/green organizations on training their staff and volunteers to interact 		
with the public more effectively (http://unbouncepages.com/cbconsulting/)		
Specific Contributions:		
While "tabling" for HUB during Bike to Work Week, I was asked to provide the visitors with a number of pamphlets,		
Small consulting practice, Volunteer/Karma driven 2016 • advise nonprofits and other forward thinking/green organizations on training their staff and volunteers to interact with the public more effectively (<u>http://unbouncepages.com/cbconsulting/</u>) Specific Contributions:		

- While "tabling" for HUB during Bike to Work Week, I was asked to provide the visitors with a number of pamphlets, coupons, maps, etc. I found that some visitors were overwhelmed by all of the choices available, so I suggested we create little packages beforehand (simply using rubber bands) so that it is quick and easy to give out. We found the visitors were much less resistant to accepting the packages vs. all the individual pamphlets.
- During a recent Birks district meeting, we were discussing best practices for contacting clients for an upcoming
 promotion. I shared a form that I had created for my staff that helped to keep track of their prospective clients for
 sales. Other Store Directors also found the form to be quite useful and have introduced it to their staff. It is much
 more efficient and improves time management compared to the old system.

Interests:

 Active lifestyle (triathlon in particular), environmental endeavours and technology, management/leadership, lots of reading - generally nonfiction

Skills:

- An understanding of what has already been done in Vancouver to improve cycling and what is still needed
- A long history of sales experience (including how to conduct sales training sessions)
- Understanding of basic accounting and financial reports

CITY: Vancouver

NAME: Jordon Miller

CITY: Vancouver

Occupation: Businessman / Program Administrator

I am passionate about cycling advocacy because I think a more bike-friendly region is a more connected one. I come to this role already highly engaged in the issues and eager to expand my influence. Aside from my committee work with HUB, I also operate a food security project in the DTES, administer the City of Vancouver's Sustainable Commuting Program, and promote (and occasionally sell) cargo bikes through my business, Dandy Lion Cargo. My mind, heart, and energy are committed to improving cycling in our region. Thanks for considering me for the Board and I look forward to serving you!

Vision for Cycling:

My vision for cycling in Metro Vancouver is one where the bicycle is interwoven into everyday life. Where no one necessarily identifies as a cyclist, but everybody bikes. I envision a region where so many forward-thinking planning decisions have been executed that people use bicycles just because it makes sense.

Brief Employment & Board/Volunteer History

City of Vancouver, Sustainable Commuting Program Administrator	2016 – Present
Dandy Lion Cargo, Owner & Operator	2014 – Present
DTES Kitchen Tables Project, Potluck Café Society, Operations Coordinator	2014 – Present
World Duty Free Group, Sales & Merchandising Supervisor	2011 – 2014
Create Change Foundation, Program Coordinator	2014
World Duty Free Group, Voice Committee Volunteer	2012 – 2014
Represent colleagues and voice their concerns	
Strategize on solutions	
 Work to improve the overall work environment. 	
HUB-Vancouver/UBC Committee, Volunteer	2016
 Spring Bike to Work Week, Bike to Shop Day 	
 Voice concerns and stay up-to-date on current active transportation proje 	cts
 Lead initiatives, participate in assessment rides, and assist in report writin 	
Motivate others to participate.	0
Create Change Foundation, Volunteer Coach	2015
 Teenagers engaged in fundraising initiatives to benefit girls' education in 	rural Ghana.
Environmental Youth Alliance, Growing Kids Program, Volunteer	2014
Facilitate outdoor activities with kids at various Vancouver schools	
• Encourage an appreciation for plant life and teach gardening techniques	
Specific Contributions:	
Started and chaired the Destination Streets Working Group with HUB, co	-led our first assessment ride and wrote
our ride notes	
 Applied executive coaching skills to youth with the Create Change Found 	lation, motivating them to reach their
potential	

- Years of sales experience,
- Fundraising campaigns,
- Managing all aspects of my own business (including financials)
- Designing and maintaining business website (dandylioncargo.com).

NAME: Alex Clarkson

CITY: Vancouver

Occupation: Lawyer

Alex has a strong belief that cycling creates cleaner, closer, and safer communities. He would like to see Vancouver as a model of sustainable and intelligent city planning. He sees cycling as an integral part of the solution to international environmental concerns as well as local concerns about the quality of life in our communities.

Vision for Cycling:

Alex has a strong belief that cycling creates cleaner, closer, and safer communities. He would like to see Vancouver as a model of sustainable and intelligent city planning. He sees cycling as an integral part of the solution to international environmental concerns as well as local concerns about the quality of life in our communities.

Brief Employment & Board/Volunteer History

Public Prosecution Service of Canada, Federal Prosecutor (BC)	2011 — 2016			
Prosecutions of companies and individuals for pollution and fishing offences under the Canadian Environmental				
Protection Act, the Fisheries Act and other federal environmental statutes				
Department of Justice, Regulatory Litigation and Prosecution, Articling Counsel (BC) 2010 – 2011				
Conduct prosecutions of regulatory offences including pollution and fishing	y violations			
Environment Canada – Wildlife Enforcement Directorate (QC)	Fall 2007 — Fall 2008			
Data Analyst and Legal Researcher				
 Analyzed international wildlife trade data to support enforcement of wildlife 	e trafficking laws			
Ontario Power Generation, Project Design Engineer	Fall 2006 — Winter 2007			
Determined the economic viability of various renewable energy storage op	tions			
 Produced a report and presentation to senior management 				
Queen's University, Department of Chemical Engineering, Teaching Assistant	Winter 2006			
HUB Cycling, President	2014 — 2016			
Board Member	2012 — 2016			
Regional Advisory Committee Chair	2013 — 2016			
University of Ottawa, Volunteer	2008 — 2009			
e-waste collection drive				
Sustainable Coffee Farm (Colombia) Volunteer labourer	2007			
Kingston Limestone Grenadiers, Volunteer Football Coach	2006			
Queen's Youth Football Camp, Volunteer Coach	2005			
Specific Contributions:				
 Championed HUB's charitable status application, successfully obtaining charitable status in 2012 				
Championed creation of Delta HUB committee in 2015				

 provincial, regional and local bicycle advocacy 	•	provincial,	regional	and loca	al bicycle	advocacy
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- non-profit governance
- litigation, prosecution, legal research
- coaching

NAME: William Dunn

Occupation: Urban Planner

William has been getting around by bike for well over a decade. He works as an urban planner on local land-use and transportation issues and has served as director on the boards of Sprouts and the Richmond Food Security Society. He has worked in transportation planning for over three years and has a good knowledge of the Vancouver bike network, as well as a fairly comprehensive understanding of local cycling issues. He has fundraising experience (with the Richmond Food Security Society) and is aware of how time-intensive/challenging fundraising can be. He also has advocacy experience (again with the Richmond Food Security Society). He is from Richmond and feels he has a decent perspective on transportation in that city, though he lives in Vancouver now.

Vision for Cycling:

I believe that cycling should be a safe, accessible and attractive transportation option for people of all ages and abilities. I'd love to see Vancouver's cycling achievements adopted across the region.

Brief Employment & Board/Volunteer History

Self-employed urban planner	Present		
City of Vancouver, Planning Assistant and Planning Analyst	2013 — 2016		
Broadway Corridor Project			
Transportation plan			
Cambie Corridor plan			
 Policy development and analysis, and public engagement. 			
Richmond Food Security Society, Volunteer	2013 — 2016		
 3 terms (3 years) on the board, including Vice President 			
HUB-Richmond committee, Volunteer	2013 — 2014		
• attending meetings and events, and participating in an assessment ride.			
UBC Food Co-op (Sprouts), Store Coordinator	2011 — 2012		
 4 terms (4 semesters) on the board 			
Specific Contributions:			
 Co-led the Richmond Food Security Society's strategic planning processes 			
 Co-founded Richmond Eats, the Richmond Food Security Society's annual fundraiser and local-eating challenge. 			
Skills:			
worked in transportation planning for over three years			

worked in transportation planning for over three years
good knowledge of the Vancouver bike network and a fairly comprehensive understanding of local cycling issues

- fundraising experience (Richmond Food Security Society)
- advocacy experience (Richmond Food Security Society)

CITY: Vancouver

NAME: Stuart Smith

Occupation: Information Technology

Stuart grew up in the Yukon, just shy of the arctic circle, and rode a bike whenever he couldn't use a toboggan. After 10 years of driving to work and rarely walking or riding a bike anywhere, it was time for a change. In 2014, he left a job in a global IT firm and sold the car, intending to rest and prepare for a new chapter. During the break, he discovered volunteering and reawakened a passion for safe streets and transportation cycling. As part of this process, he walked the circumference of the City of Vancouver, and then walked from Vancouver city hall to Surrey city hall three times while taking the Surrey transportation lecture series. He currently works with mobile bicycle repair startup Velofix and continues to volunteer with organizations focussed on safe, sustainable transportation.

Vision for Cycling:

I believe cycling in Metro Vancouver can and should be a safe, practical and respected transportation option for people of all ages and abilities.

Brief Employment & Board/Volunteer History

Velofix	2016	
 Franchise IT and Inventory support 		
Better Environmentally Sound Transportation (BEST)	2015 — 2016	
 Commuter Challenge Coordinator 	2015	
IT Volunteer		
Bicycle Valet Volunteer		
HUB Cycling	2015 — 2016	
Membership calling		
Data Entry		
MICROS Systems	2004 — 2014	
Point of Sale Technology Implementation & Management		

- · Business and operations management
- Data analysis, visualization
- General IT, CRM

NAME: Philippe Fajeau

Occupation: IT Project Manager

Philippe Fajeau is an IT professional with over 25 years experience. Philippe immigrated to Canada from France in 1992 to start a family. Since in Canada, Philippe has worked first as a Software Engineer and Project Manager for different companies, managing projects with many stakeholders. Cycling has been one of Philippe's passions for more than 20 years, and his main mode of transportation. In addition to a regular bike, he also uses an electric assist one and has become very knowledgeable about them and issues surrounding their use. During his spare time, Philippe enjoys fixing old or abandoned bikes that are then ridden by family and friends. Philippe is keenly interested in urban planning and alternative modes of transportation. Philippe closely follows cycling issues in Greater Vancouver and other cities. He has provided input to the city of Vancouver on a number of bike related initiatives (recently the addition of bike lanes on 10th Av.). Philippe is a supporter of Our Community Bikes where he and his children have volunteered and make use of their resources.

Vision for Cycling:

To make cycling a safe option for more people, through infrastructure changes, education, and incentives To educate stakeholders about the benefits that cycling brings to the overall transportation network (e.g. less congestion) so that these stakeholders support and embrace the required infrastructure changes

Brief Employment & Board/Volunteer History

MDA, Project Engineer & Project Manager	2005 — 2016	
BC Land Title System, Project Manager		
 Property Appraisal and Insurance Claim systems 		
Centrata, Sofware Architect	2001 — 2005	
Abatis / Redback, Software Architect	1998 — 2001	
Raytheon, Development Manager	1993 — 1998	
Volunteering:		
Ride to Conquer Cancer, (Vancouver to Seattle), Participant	and fundraiser 2014	
Coaching of youth soccer and basketball teams	2000 — 2010	
 Sale of custom made "No Tanker" tee shirts 	2012	
 To promote awareness of pipelines issues 		
<u>Greenpeace Canada</u> , Canvasser	1992	

Interests:

• Hiking, mostly locally, but sometimes afar, including part of the John Muir Trail with my son in 2015.

- Urban planning and alternatives modes of transportation
- Soccer, music

- Project management: experienced at working with project stakeholders to ensure successful outcome (scope, schedule, cost)
- Software Engineer with broad range of IT skills
- Bike repairs
- Cycling enthusiast (commuter, bike maintenance, repairs and salvage)

NAME: Quinn Wheat

Occupation: Retail Manager

I moved to Vancouver from Toronto in 2014 to further pursue my passions of cycling, rock climbing and snowboarding. I have a very diverse perspective of cycling infrastructure, as I have experienced Toronto, Vancouver and some countries in Europe (my mother lives in Munich). I believe that Vancouver is well on its way to being one of (if not the) most bikefriendly cities in Canada and I think that is a huge step in allowing us to preserve the natural beauty of the West Coast. I offer the fresh perspective of a relatively new Vancouverite and a young, passionate cyclist who hopes to see cyclists become a larger and stronger force in my generation.

Vision for Cycling:

I aspire to incorporate cycling in my day-to-day life as much as possible. Whether it's riding to work, the gym or going camping, if I can do it on a bike I will! Vancouver is also very blessed with natural beauty, which I feel is best experienced from the saddle!

Brief Employment & Board/Volunteer History

Sport Chek, Department Manager

- Building training schedules, changeover plans and daily task assignments for the department
- · Working with Store Manager to ensure department expectations are met and/or exceeded
- Collaborating with the Management Team to help culture healthy, active lifestyles within our store environment
- Exemplifying the Sport Chek mission: "To inspire every Canadian toward a fit, healthy and active lifestyle"

Sport Chek, Sales Clerk

- Working one-on-one with Department Manager to build customer service strategies and execute seasonal change overs
- Assist with training new associates in customer service and product knowledge

Mount Seymour Resort, Lift Operator

· Maintain terrain around lift loading and unloading areas

· Ensure lift systems and passengers are operating safely at all times

- Sport Chek. Sales Clerk (part-time)
 - · Maintain store cleanliness and display standards at all times

Assist customers in choosing the best products for their needs (snow sports/bike department)

- Bike To Work Week (on behalf of VanCity), Volunteer
 - Distributed literature, snacks and assorted prizes provided by VanCity
 - Conversed with cyclists about local issues, changes and improvements that can be made to cycling infrastructure in Metro Vancouver
 - Provided a positive example of how cycling can contribute to a healthy lifestyle

Sport Chek Cycling Workshop, Volunteer

 Spearheaded a new program to better educate cyclists within Sport Chek on bicycle care/ maintenance and etiquette

The Ride to Conquer Cancer. Participant

2016 Raised over \$1000 in charitable donations on behalf of the BC Cancer Foundation

Specific Contributions:

- · Inspired the creation of the Sport Chek Cycling Workshop to better educate cyclists on the responsibilities and proper skills required for a successful cycling experience (collaborated with management at store level in my spare time to build programs and necessary material)
- Helped to service and re-home well loved bikes to those in need after Sport Chek's GT Bike giveaway

Skills:

Strong team management and organization, operations management and involvement in the cycling community.

Great communication skills

Vast experience with bikes (all make and models, technical sales experience and repair/maintenance).

Strong sales background

September 17, 2016

CITY: New Westminster

2016

2013 - 2016

Winter 2014

2009 - 2013

2015

2016

NAME: Kevin MacDuff

CITY: Vancouver

Occupation: Accountant / HR Director

I am a seasoned executive with over 10 years of financial and operations experience both in private and public sector. My specialty is analytics, backed by training in Mathematics, consolidated with a CPA designation. I put my diverse background in the arts to use in the workplace and am recognized as a creator, community builder and active transportation advocate. You might also know me for building and running the first end of trip facility in Vancouver – the VGH Cycling Centre.

Vision for Cycling:

Someone once asked me when I started riding – as a part of an introduction about the VGH cycling centre. It was an odd question and I realized that I have always ridden bikes, as my main form of transportation. I rode as a child growing up in Maple Ridge and kept riding as I commuted up Burnaby Mountain to SFU. It was how I met my wife and has been my preferred commuting mode since.

I believe cycling is the psychologically healthiest way of getting to work. I believe many more people want to cycle, walk and take public transit to work than currently do. I believe they don't ride because of real and perceived barriers. In my work, I strive to lower those barriers so that people have the choice to take advantage. I can see people are happier and healthier when they do.

Brief Employment & Board/Volunteer History:

Vancouver Coastal Health Authority

Workforce Analytics and Special Projects, Director

- Responsible for Leading VCH through its Workforce Analytics Journey
- Diverse portfolio including:
 - Team of 6 Analysts, providing analysis, reporting, technical project management and business process consulting for Human Resource function
 - Team of 8 software developers building HR applications and maintaining a data warehouse across 3 health
 authorities
 - · Oversight of financial planning and communications function within HR

• Responsible for active transportation (including 2 commuter services staff and 10 full time shuttle drivers)

- HR Data and Reporting, Manager
 - · Coordinated the activities of a small team of analysts within the HR departments
 - Transformed this function from a siloed model with 'antique' tools (MS Access and Excel) to a modern, inspiring group of individuals doing amazing analysis using modern tools (SQL and Tableau).
- HR Department, *Financial Planner*
 - · Provided budgeting and analysis to support the HR department

• Worked closely with 7 Executive Directors in a portfolio of \$40M annual expenditures.

Home Depot Canada (Vancouver - Terminal Location)

- Operations Manager, responsible for 300 employees
- Implementation of electronic scheduling and timekeeping initiative
- · Controlled costs through reduced time loss WSBC claims
- Increased inventory turns by reducing inventory levels, leading to increased profitability
- Boca del Lupo Theatre, Co-founder
 - Founded a theatre company with 5 fellow graduates from SFU Fine Arts program
 - · Grew from self-funded 1st show to one of the most successful independent theatre companies in Vancouver

Skills

- Completed my CPA studies and bring a lot of experience in Human Resources, Finance and Accounting
- Training in Mathematics and excels at analysis.
- Extensive board experience not simply from serving on boards, but as a co-founder of a theatre company, successfully
 running the charitable society.
- Experienced in fundraising, I applied for charitable status so am familiar with the CRA rules and regulations
- Experienced at running successful events.

May 1996 — May 2004

Sep 2006 — Sep 2011

Sep 2011 — Aug 2014

Aug 2014 - Present

Sep 1999 — 2006 2004 — 2006

NAME: Jeff Leigh

CITY: Vancouver

Occupation: Executive and Engineer (Retired)

Jeff lives downtown and cycles locally, while also enjoying cycling trips abroad.

Vision for Cycling:

Jeff believes that cycling for transportation can best be increased by ensuring people have access to safe infrastructure and that people feel safe when cycling. He also believes that action work to promote these goals is our most valuable contribution. This includes advocating for improvements at all levels of government, and celebrating our successes.

Brief Employment & Board/Volunteer History

Finning International Inc, Retired as Vice President of Business Processes	and Systems,	1984 — 2010
Lived and worked in Canada, South America and Europe		
Roles in General Management, Operations, Sales & Marketing, Strat	egic Planning, Prog	gram
Management, Process Improvement and IT		
Westport Innovations Inc, Senior Director, Cryogenic Systems	2011 — 201	
 Led an engineering team developing LNG fuelling systems for on-hig 	hway trucks, mining	g equipment, rail
locomotives and marine vessels.		
HUB Cycling, <i>Volunteer</i>	2013 —201	6
 Member, Board of Directors 		
 Co-Chair/Chair, Vancouver UBC Local Committee since 2013 		
 Member, Regional Advisory Committee (RAC) since 2014 		
 Member, Operations Committee since 2014 		
 HUB Bike To Work Week, twice / year 		
Non-Profit Competition, Founding director and later manager		
 Four-year competition for engineering students 		
 Recruitment, fundraising, program design, board reporting, governme 	ent and media liaiso	on
United Way, Big Brothers, Volunteer		
Specific Contributions:		
• Led the updating of HUB Policies and Procedures (2015) and the Bo	ard Orientation Mar	nual (2016)
Led the Vancouver UBC Local Committee (as Co-Chair, then Chair) t		. ,
gap list that was then shared across all local committees; to create a		
issues; to build committee attendance and participation; to conduct a	•••	
for infrastructure improvement; to represent HUB in front of City of Va		
Board Commissioners and Ministry of Transportation and Infrastructu		,

Interests:

• Cycling, family, cooking, travel, environmental issues

- Business and Operations Management
- Volunteer and Member Engagement
- Cycling Advocacy, particularly with respect to infrastructure
- Strategy Development
- Turning Strategy into Action
- Organizational Development: a passion for action and getting things done.

NAME: Morgan Maguire

Occupation: Lawyer and CEO

Morgan Maguire is a lawyer and CEO of Investor-State LawGuide, an online legal research platform for investment treaty law. Morgan has been commuting by bicycle for most of his life and is always looking for opportunities to incorporate cycling into recreational and social events. Morgan wishes to promote everyday life cycling: cycling beyond commuting and recreational use to meet everyday needs. He believes establishing an everyday life cycling community will help Metro Vancouver cope with the increased congestion associated with densification.

Vision for Cycling:

Metro Vancouver is becoming denser and more congested. Everyday life cycling—cycling beyond commuting and recreational use to meet everyday needs—reduces the need for motor vehicles, allowing communities to live in denser conditions without increasing road and public transport congestion. The key to establishing everyday life cycling is creating the infrastructure and culture that promotes safe, efficient travel while promoting acceptance within the overall community.

Brief Employment & Board/Volunteer History

Investor-State LawGuide (ISLG), Chief Executive Officer	2009 – Present			
• Built and manage ISLG, leading online research platform for investment treaty law (used by the world's leading law				
firms, governments, academic institutions and international organizations)				
BLG Reads to Kid, Group Organizer and Reader_	2009 – Present			
Organize and volunteer for law firm supported children's literacy program				
Farris, Vaughan, Wills & Murphy LLP, Summer and Articled Student	2007 – 2009			
Worked primarily in the areas of commercial litigation and international trade law				
Coast Foundation Society (1974), Legal Researcher	Summer 2006			
Conducted legal research and drafted memoranda and opinion letters for non-profit providing community services to				
assist people recovering from a serious mental illness				
Specific Contributions:				
As CEO of ISLG, I report to the board of directors and shareholders on a regular basis by attending and directing				
quarterly board meetings and annual general meetings.				
As a legal research for Coast Foundation Society, I assisted management and the board of directors in updating the				
organization's privacy policy.				

Interests:

- Cycling commuter (all seasons), road cyclist (Grand Fondo Forte/UBC Olympic Triathlon) and cycling lifestyle enthusiast (everyday life cycling).
- Travelled extensively throughout world for work and leisure. Developed enthusiasm for cycling lifestyle after living in Groningen, Netherlands for 4 months in 2007.
- Former member of the B.C. Alpine Ski Team and continue to ski recreationally.

Skills:

- Strong passion for establishing everyday life cycling within Metro Vancouver. Many improvements have been made
 over the years; however, more needs to be done to establish a culture where riding a bike to a nice dinner or business
 meeting is not a radical concept.
- Regular lifelong cyclist in Vancouver keenly following all cycling developments within the city.
- Built and manages a successful legal research technology company, which requires skills and experience in advocacy, sales, IT, finance and business.
- Connections within the legal and technology communities that could be useful for fundraising purposes.

CITY: Vancouver

NAME: Mir Ali

Occupation: Accountant

Mir is an accounting and finance professional with over 10 years of experience. He has a business administration degree with both an accounting and IT background. He is currently pursuing his CPA designation. His experience includes exposure to various organizational structures such as family businesses, large corporations and not-for-profits. His past experiences overseeing the financial statements of a large business, combined with his ability to relate to various stakeholders, allows him to understand the financial needs of an organization, such as HUB Cycling. Furthermore, his experience with his family business has allowed him to develop IT and sales skills by being involved in retail operations and website development.

CITY: Surrey

Vision for Cycling:

My passion for bicycling revolves around a vision for a world where everyone has access to safe cycling infrastructure in order to allow us to reduce our dependence on environmentally damaging alternatives.

Brief Employment & Board/Volunteer History

Shangri-La Hotel and Residences, Vancouver, Accounts Payable July 2016 – Present

- Coding and processing of supplier invoices ensuring correct entry into accounting system
- AP invoice allocation among three operating units (Hotel, Single Residential Units and estate-multi units) based on the product and service usage to ensure accurate cost allocations
- · Following up with various stakeholders surrounding any variances between invoices and amounts received
- Completing month end general ledger reconciliation and cheque run to ensure that suppliers are paid on time while taking advantage of favourable payment terms

Naaz Windows Blinds and Draperies, Junior Accountant

- Developed and implemented initial accounting system by conducting a cost benefit analysis and considering all possible stakeholders responsible for financial decisions
- Responsible for accounts payable and receivable duties that involved ensuring suppliers were paid and receivables collected according to company guidelines
- Negotiated pricing structures with suppliers for raw materials in order to take advantage of volume discounts, resulting in up to 25% decrease in costs
- Generate and maintain employee payroll as well as benefits information in the payroll system
- Tutor Doctor Fraser Valley, Education Consultant
 - Guided Secondary School students through difficult subjects by individually assessing their needs and developing action plans which resulted in a minimum one letter grade increase
 - Ensured availability and flexibility of sessions to all clients by negotiating and managing individual client needs
 - · Worked with adult students on post-secondary managerial and financial accounting and business statistics courses
 - Guided students through their transition from high school to post-secondary by developing a customized mentoring program

Big Brothers Vancouver, New Initiatives, Volunteer

January 2016 – April 2016

August 2011 – Present

- Worked with a variety of stakeholders to develop and implement a crowd funding initiative
- Lead in the development of marketing material and choosing of crowd funding platform which resulted in highest possible donation yield and lowest possible fees

Skills:

- Effective trouble shooting and analytical skills through successful implementation of correctional education programs
- Ability to plan, organize and prioritize work with a strong emphasis on time management skills as demonstrated through working with up to 10 clients simultaneously per academic semester
- Attention to detail as demonstrated through management of \$250,000 of inventory, incl. purchasing & theft prevention
- Strong leadership skills as demonstrated by captaining the Hitmen of the White Rock Ball Hockey League to multiple Division Championships
- Proficient in Simply Accounting, QuickBooks Online, Microsoft Office Suite (Excel, Word, PowerPoint, Visio), Slim Accounting, Win AC. Case-Ware Certified by CPABC

January 2016 – Present