

**NAME: Corrie Bownick****CITY: Vancouver****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**

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

**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**

<u>City of Vancouver, Sustainable Commuting Program Administrator</u>	2016 – Present
<u>Dandy Lion Cargo, Owner &amp; Operator</u>	2014 – Present
<u>DTES Kitchen Tables Project, Potluck Café Society, Operations Coordinator</u>	2014 – Present
<u>World Duty Free Group, Sales &amp; Merchandising Supervisor</u>	2011 – 2014
<u>Create Change Foundation, Program Coordinator</u>	2014
<u>World Duty Free Group, Voice Committee Volunteer</u>	2012 – 2014
<ul style="list-style-type: none"> <li>• Represent colleagues and voice their concerns</li> <li>• Strategize on solutions</li> <li>• Work to improve the overall work environment.</li> </ul>	
<u>HUB-Vancouver/UBC Committee, Volunteer</u>	2016
<ul style="list-style-type: none"> <li>• Spring Bike to Work Week, Bike to Shop Day</li> <li>• Voice concerns and stay up-to-date on current active transportation projects</li> <li>• Lead initiatives, participate in assessment rides, and assist in report writing</li> <li>• Motivate others to participate.</li> </ul>	
<u>Create Change Foundation, Volunteer Coach</u>	2015
<ul style="list-style-type: none"> <li>• Teenagers engaged in fundraising initiatives to benefit girls’ education in rural Ghana.</li> </ul>	
<u>Environmental Youth Alliance, Growing Kids Program, Volunteer</u>	2014
<ul style="list-style-type: none"> <li>• Facilitate outdoor activities with kids at various Vancouver schools</li> <li>• Encourage an appreciation for plant life and teach gardening techniques</li> </ul>	
<b>Specific Contributions:</b>	
<ul style="list-style-type: none"> <li>• Started and chaired the Destination Streets Working Group with HUB, co-led our first assessment ride and wrote our ride notes</li> <li>• Applied executive coaching skills to youth with the Create Change Foundation, motivating them to reach their potential</li> </ul>	

**Skills:**

- 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**

<u>Public Prosecution Service of Canada</u> , Federal Prosecutor (BC)	2011 — 2016
<ul style="list-style-type: none"> <li>• Prosecutions of companies and individuals for pollution and fishing offences under the Canadian Environmental Protection Act, the Fisheries Act and other federal environmental statutes</li> </ul>	
<u>Department of Justice</u> , Regulatory Litigation and Prosecution, <i>Articling Counsel</i> (BC)	2010 — 2011
<ul style="list-style-type: none"> <li>• Conduct prosecutions of regulatory offences including pollution and fishing violations</li> </ul>	
<u>Environment Canada</u> – Wildlife Enforcement Directorate (QC)	Fall 2007 — Fall 2008
<ul style="list-style-type: none"> <li>• <i>Data Analyst and Legal Researcher</i></li> <li>• Analyzed international wildlife trade data to support enforcement of wildlife trafficking laws</li> </ul>	
<u>Ontario Power Generation</u> , <i>Project Design Engineer</i>	Fall 2006 — Winter 2007
<ul style="list-style-type: none"> <li>• Determined the economic viability of various renewable energy storage options</li> <li>• Produced a report and presentation to senior management</li> </ul>	
<u>Queen's University</u> , Department of Chemical Engineering, <i>Teaching Assistant</i>	Winter 2006
<u>HUB Cycling</u> , <i>President</i>	2014 — 2016
<ul style="list-style-type: none"> <li>• Board Member</li> </ul>	
<ul style="list-style-type: none"> <li>• Regional Advisory Committee Chair</li> </ul>	
<u>University of Ottawa</u> , <i>Volunteer</i>	2008 — 2009
<ul style="list-style-type: none"> <li>• e-waste collection drive</li> </ul>	
<u>Sustainable Coffee Farm</u> (Colombia) <i>Volunteer labourer</i>	2007
<u>Kingston Limestone Grenadiers</u> , <i>Volunteer Football Coach</i>	2006
<u>Queen's Youth Football Camp</u> , <i>Volunteer Coach</i>	2005
<b>Specific Contributions:</b>	
<ul style="list-style-type: none"> <li>• Championed HUB's charitable status application, successfully obtaining charitable status in 2012</li> <li>• Championed creation of Delta HUB committee in 2015</li> </ul>	

**Skills:**

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

**NAME:** William Dunn

**CITY:** Vancouver

**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**

<u>Self-employed urban planner</u>	Present
<u>City of Vancouver, Planning Assistant and Planning Analyst</u>	2013 – 2016
<ul style="list-style-type: none"> <li>• Broadway Corridor Project</li> <li>• Transportation plan</li> <li>• Cambie Corridor plan</li> <li>• Policy development and analysis, and public engagement.</li> </ul>	
<u>Richmond Food Security Society, Volunteer</u>	2013 – 2016
<ul style="list-style-type: none"> <li>• 3 terms (3 years) on the board, including Vice President</li> </ul>	
<u>HUB-Richmond committee, Volunteer</u>	2013 – 2014
<ul style="list-style-type: none"> <li>• attending meetings and events, and participating in an assessment ride.</li> </ul>	
<u>UBC Food Co-op (Sprouts), Store Coordinator</u>	2011 – 2012
<ul style="list-style-type: none"> <li>• 4 terms (4 semesters) on the board</li> </ul>	
<u>Specific Contributions:</u>	
<ul style="list-style-type: none"> <li>• Co-led the Richmond Food Security Society's strategic planning processes</li> <li>• Co-founded Richmond Eats, the Richmond Food Security Society's annual fundraiser and local-eating challenge.</li> </ul>	

**Skills:**

- 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)

**NAME:** Stuart Smith

**CITY:** Vancouver

**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**

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

**Skills:**

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

**NAME:** Philippe Fajeau

**CITY:** Vancouver

**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**

<u>MDA</u> , <i>Project Engineer &amp; Project Manager</i>	2005 – 2016
<u>BC Land Title System</u> , <i>Project Manager</i>	
• Property Appraisal and Insurance Claim systems	
<u>Centrata</u> , <i>Software Architect</i>	2001 – 2005
<u>Abatis / Redback</u> , <i>Software Architect</i>	1998 – 2001
<u>Raytheon</u> , <i>Development Manager</i>	1993 – 1998
<b>Volunteering:</b>	
<u>Ride to Conquer Cancer</u> , (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

**Skills:**

- 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: 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*

Aug 2014 — Present

- 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*

Sep 2011 — Aug 2014

- 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*

Sep 2006 — Sep 2011

- 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)

Sep 1999 — 2006

- *Operations Manager*, responsible for 300 employees 2004 — 2006
- 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*

May 1996 — May 2004

- 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.

**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, Strategic Planning, Program Management, Process Improvement and IT

Westport Innovations Inc, *Senior Director, Cryogenic Systems* 2011 – 2013

- Led an engineering team developing LNG fuelling systems for on-highway trucks, mining equipment, rail locomotives and marine vessels.

HUB Cycling, *Volunteer* 2013 – 2016

- 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, government and media liaison

United Way, Big Brothers, *Volunteer*

**Specific Contributions:**

- Led the updating of HUB Policies and Procedures (2015) and the Board Orientation Manual (2016)
- Led the Vancouver UBC Local Committee (as Co-Chair, then Chair) to create a prioritized infrastructure gap list that was then shared across all local committees; to create active working groups on specific issues; to build committee attendance and participation; to conduct assessment rides and draft proposals for infrastructure improvement; to represent HUB in front of City of Vancouver staff and Councillors, Park Board Commissioners and Ministry of Transportation and Infrastructure staff on multiple occasions

**Interests:**

- Cycling, family, cooking, travel, environmental issues

**Skills:**

- 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**CITY:** Vancouver**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**

<u>Investor-State LawGuide (ISLG), Chief Executive Officer</u>	2009 – Present
<ul style="list-style-type: none"> <li>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)</li> </ul>	
<u>BLG Reads to Kid, Group Organizer and Reader</u>	2009 – Present
<ul style="list-style-type: none"> <li>Organize and volunteer for law firm supported children's literacy program</li> </ul>	
<u>Farris, Vaughan, Wills &amp; Murphy LLP, Summer and Articled Student</u>	2007 – 2009
<ul style="list-style-type: none"> <li>Worked primarily in the areas of commercial litigation and international trade law</li> </ul>	
<u>Coast Foundation Society (1974), Legal Researcher</u>	Summer 2006
<ul style="list-style-type: none"> <li>Conducted legal research and drafted memoranda and opinion letters for non-profit providing community services to assist people recovering from a serious mental illness</li> </ul>	
<b>Specific Contributions:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>As a legal research for Coast Foundation Society, I assisted management and the board of directors in updating the organization's privacy policy.</li> </ul>	

**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.

**NAME:** Mir Ali**CITY:** Surrey**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.

**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**

<u>Shangri-La Hotel and Residences, Vancouver, Accounts Payable</u>	July 2016 – Present
<ul style="list-style-type: none"> <li>• Coding and processing of supplier invoices ensuring correct entry into accounting system</li> <li>• 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</li> <li>• Following up with various stakeholders surrounding any variances between invoices and amounts received</li> <li>• Completing month end general ledger reconciliation and cheque run to ensure that suppliers are paid on time while taking advantage of favourable payment terms</li> </ul>	
<u>Naaz Windows Blinds and Draperies, Junior Accountant</u>	January 2016 – Present
<ul style="list-style-type: none"> <li>• Developed and implemented <u>initial</u> accounting system by conducting a cost benefit analysis and considering all possible stakeholders responsible for financial decisions</li> <li>• Responsible for accounts payable and receivable duties that involved ensuring suppliers were paid and receivables collected according to company guidelines</li> <li>• Negotiated pricing structures with suppliers for raw materials in order to take advantage of volume discounts, resulting in up to 25% decrease in costs</li> <li>• Generate and maintain employee payroll as well as benefits information in the payroll system</li> </ul>	
<u>Tutor Doctor Fraser Valley, Education Consultant</u>	August 2011 – Present
<ul style="list-style-type: none"> <li>• 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</li> <li>• Ensured availability and flexibility of sessions to all clients by negotiating and managing individual client needs</li> <li>• Worked with adult students on post-secondary managerial and financial accounting and business statistics courses</li> <li>• Guided students through their transition from high school to post-secondary by developing a customized mentoring program</li> </ul>	
<u>Big Brothers Vancouver, New Initiatives, Volunteer</u>	January 2016 – April 2016
<ul style="list-style-type: none"> <li>• Worked with a variety of stakeholders to develop and implement a crowd funding initiative</li> <li>• Lead in the development of marketing material and choosing of crowd funding platform which resulted in highest possible donation yield and lowest possible fees</li> </ul>	

**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