

Lucinda Fougere

Fort McMurray AB

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Highlights of Qualifications

- Graduate of TSB Business Administration
- Honors and student of the year in Accounting and Computers
- Experienced College Instructor
- Over 18 years experience in office environments

Skills:

Accounting:

- Well versed in simply accounting
- Knowledge of year end procedures and adjustments
- Experience working within a budget
- Experience with accounts payable and receivable

Payroll:

- Knowledge of payroll and government remittance
- Experienced with EI, WCB and Union forms and requirements
- Experienced with T4 reviews and remittance

Bookkeeping:

- Comfortable with data entry
- Bank reconciliation's
- Issuing Sales Invoices

Teaching:

- Capable of preparing and grading class assignments
- Experience with class size up to 18 adults
- Experience in dealing with troubled students

Taxation:

- Comfortable with Cantax
- Well versed in personal taxation
- Experience with small business and partnership taxation

Staffing:

- Experience in supervising up to 6 staff
- Knowledge of interviewing requirements
- Capable of dealing with staffing conflicts

People Skills:

- Team player
- Excellent communication skills
- Well liked by my co workers and peers

Employment:	Instructor	Starting your own business Planning for business success Budgeting your business cash flow Bookkeeping for small business GST & Payroll Simply Accounting Canadian Taxation Small Business start up
	Contract, Keyano College	Feb 2007- current
	Fougere Accounts Owner operator	August 2007 – Current
	Administrative Accounting Position North Star Ford	May 2006 – Jan 2007 On Maternity leave
	Office Manager Benoit Electric	December 2005 – May 2006
	Instructor	Financial Management Simply Accounting Canadian Taxation Business Law
	Temp, Halifax and Truro NS	Feb 2003- March 2005
	Owner/Operator TC Bookkeeping, HRM NS	Sept 1999- November 2005
	Office Manager/Bookkeeper Libertine Café, Halifax NS	Jan 1999 – May 2000
	Office Manager RAW Enterprises	Nov 1990 - Sept 1998

Education: 1993-1994 **Accounting and Computers, Business Administration**
Toronto School of Business

Volunteer:	Treasurer/ Beaver leader 3 rd Hubbards Scouts Canada	December 2000 – May 2002
	Vice President - Student council Toronto School of Business	October 1993 – July 1994
	Bookkeeping Tutor Toronto School of Business	October 1993 – March 1995

References Available upon Request

Listed below is a list of classes I am approved to teach in Nova Scotia Private Colleges

Accounting Essentials
Accounting Fundamentals
Accpac Simply Accounting
Simply Accounting
Business Essentials
Canadian Taxation
Economics
Marketing
Finance
Human Resources
Business Law
Effective Business Writing
Preparing a Business Plan
Project Management