

Guia Janelle C. Pucyutan

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To Whom It May Concern:

Good day!

I am looking to apply for the Account Assistant/Bookkeeper position.

I am a student at University of Toronto Scarborough, specializing in Human Biology, graduating this June 2022 with Distinction. Throughout my student life, I have had to learn to present information clearly and succinctly, either by myself or in groups. Through this, I am able to effectively communicate with others and to work well either by myself or with a team.

Throughout my five years of university, I have needed to budget my time wisely to efficiently finish any assignments. As such, I am able to work effectively, and I am confident in my ability to competently complete any and all tasks that may be assigned to me. I believe effective communication and efficiency are skills that are essential for any Customer Service Representative, and I believe I can bring these skills to the table.

I have experience in interacting with customers as I used to work for Tim Hortons from September 2018 up to July 2021. As a previous part-time worker for Tim Hortons, I have experience in talking with various types of people, and I have learned how to handle many different situations while still assuring that work is done meticulously. I was also able to develop other necessary skills for any worker, such as how to handle stressful situations, how to effectively handle multiple tasks at once to ensure maximum productivity, and how to properly communicate with other members of the workplace.

You will find that I am a very passionate and hard worker. I always ensure that my work is completed meticulously and efficiently. I may not have much experience with accounting, but I am confident in my ability to quickly learn anything that is necessary for the job, including any software. I am very proficient in MS Office software including Word, Excel, and PowerPoint. While I can be a shy person, I always make sure to ask for help when I need it so that the work can be done in a smooth fashion and without hindering others.

I hope that you will consider me for the Account Assistant/Bookkeeper position. Attached is my resume for your information and ready reference. I hope to hear from you soon.

Respectfully yours,
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Objective

- To obtain an Account Assistant/Bookkeeper position wherein I can utilize my skills.

Summary of Qualifications

- Experience with customer service
- Proficient in MS Word, Excel, PowerPoint softwares, HTML and Flash
- Strong mathematical and numerical skills
- A fast learner; able to learn new tasks efficiently
- Able to successfully complete assigned tasks in a professional manner
- Able to listen and follow instructions
- Able to work well independently as well as within a team setting

Accomplishment and Awards

- Graduated from University of Toronto Scarborough with Distinction
- Recipient of the HeForShe IMPACT Scholarship (\$12 000), UWaterloo, awarded for being one of the top 6 female applicants in Science in terms of academics.
- Recipient of the Brown-Cortes Award (\$3 500), awarded for excellent academic performance and participation in extra-curricular activities
- Recipient of the Grade 11 and 12 AP Chemistry Award, Senator O'Connor College School
- Recipient of the Enriched Gr. 10 Math Award, Senator O'Connor College School
- Honour roll student for Grs. 9, 10, 11, and 12
- Attained a 4 in the Calculus AB AP Exam while in Grade 10

Work Experience

- Sept 2018 - 2021 Tim Hortons, Scarborough Town Centre location (Part-Time)
- Served guests and ensured customer satisfaction
- Summer 2017, Summer 2016 TCDSB's Focus On Youth Program, Footsteps to Success Summer Camp
- Interacted with both campers and parents
 - Organized and facilitated camp activities
 - Helped make sure that campers are in a safe, happy environment
- Summer 2015 TCDSB's Focus On Youth Program, The Child Experience Summer Camp
- Interacted with campers and parents alike
 - Facilitated camp activities
 - Helped make sure that campers are in a safe, happy environment

Education

- Sept 2018 - 2022 University of Toronto, Scarborough Campus
- Honours Bachelor of Science, Specialization in Human Biology
- Sept 2017 - University of Waterloo
- April 2018 • Bachelor of Science, Mathematical Physics major, first year
- Feb 2014 – Senator O'Connor College School
- June 2017
- Attained OSSD
 - Enrolled in the AP/Enriched Program

References available upon request.