

Benjamin Rawn

b.rawn@hotmail.com

Communication Skills

- Chooses words carefully in order to be clear, concise and avoid misunderstandings
- Respectful of coworkers and clients remaining friendly, approachable, attentive and willing to help

Problem Solving Skills

- Logical thinker who seeks to understand problems to find lasting solutions
- Patient and persistent, working until the problem is solved

Workplace and Technical Skills

- Proficient in Microsoft Office Suite
- Some hardware and software troubleshooting experience
- Maintains a clean working environment by putting things away that are not currently in use

Work History

Grocery Clerk

Real Canadian Superstore – Wasaga Beach, ON 2022-Present

- Organizing and stocking grocery shelves

Cleaner

Department of National Defence – Borden, ON 2022

- Cleaned toilets, sinks, showers, windows and floors, with machinery and by hand

Accounting Clerk

Canadian Forces Morale and Welfare Services – Borden, ON 2017-2020

- Prepared and uploaded journal entries into the accounting system
- Administrator for corporate credit cards, processing applications and providing customer service

Accounting/Administrative Assistant

Cascades – Barrie, ON 2016

- Prepared daily operations report for management
- Sorted and filed invoices, bills of lading and other paperwork

Tax Professional

H&R Block – Wasaga Beach, ON 2016

- Prepared, submitted and filed clients tax returns

Education

Bachelor of Commerce – Major in Accounting

University of Guelph 2014