

Jessica Willis

CPM

Manager - Office & Accounting

jessica@centricengineering.ca

EDUCATION

Yorkville University	2017
<i>Bachelor of Business Administration with a Specialization in Accounting with Distinction</i>	
Fanshawe College	2018
<i>Business Accounting - Diploma</i>	
<i>Accounting - Certificate</i>	2015
<i>Bookkeeping - Certificate</i>	2014
<i>Human Resources Management - Certificate</i>	2012
<i>Health Care Office Assistant - Certificate</i>	2011
CDI College	2006
<i>Accounting & Payroll Administration - Diploma</i>	

PROFESSIONAL LICENSES

The Canadian Payroll Association
Certified Payroll Manager

PROFESSIONAL EXPERIENCE

Centric Engineering Corporation	2017 - Present
<i>Office & Accounting Manager</i>	
Marcus & Associates	2016-2017
<i>Staff Accountant</i>	
Forest City Pool & Patio	2015-2016
<i>Accounting Administrator</i>	
The Tricar Group	2014-2015
<i>Intermediate Accounting Clerk</i>	
Strik, Baldinelli & Associates	2007-2014
<i>Office Administrator</i>	
Lamko Tool & Mold Inc.	2006-2007
<i>General Accounting</i>	

AWARDS/SCHOLARSHIPS/AFFILIATIONS

Chartered Professional accountants of Ontario
Student Member

The Canadian Institute of Bookkeeping

