

# Résumé

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## PROFESSIONAL EXPERIENCE

### **Greenworks Home Solutions Inc.**

**May 2011 – December 2012**

*Greenworks was a company specializing in door and window installations, as well as recycling many types of housing products such as kitchen sets, large appliances, windows and doors. Greenworks employed eight people and had annual revenues of \$1.2 Million. This company is no longer in operation.*

#### **Bookkeeper**

- Primary duties were to rebuild all records since the business started operations in April of 2009, and to enter them into QuickBooks.
- Set up and configured a new QuickBooks accounting system to replace the previous data store, which was deemed unusable due to widespread inaccuracies and pervasive errors.
- Assembled, collated and filed four years of invoices and receipts, totalling no less than twenty thousand individual records.
- Researched and rebuilt missing records, which accounted for a minimum average of 30% of all vendor invoices for their first year and a half of operation.
- Entered all records into QuickBooks, including A/P, A/R, Payroll and others. Bank reconciliation and full-cycle bookkeeping throughout the 2012 financial year.
- Conducted payroll, T4 & ROE documentation, including WCB and Revenue Canada remittances.
- Created a custom database to track cheques written, and to ensure that all cheques written to date were confirmed, properly accounted for and entered into QuickBooks.
- Created a custom database to record communications with vendors, so that efforts to rebuild missing records could be tracked and monitored.

### **Lang's Ventures Inc.**

**May 2010 – August 2010**

*Lang's Ventures (LVI) acts as the coordinator between BC Lottery Corporation and the contractors who build and maintain their lottery booths around the province. LVI employs about 30 people and has annual revenues of about \$7 Million.*

#### **Temporary Bookkeeper, four month medical leave position**

- Made use of a distributed (client-server) Simply Accounting system.
- Accounts Receivable and Bank Reconciliation, with various other minor duties.
- Improved the chart of accounts to reduce invoicing errors and enhance the clarity of invoicing.
- Discovered and corrected a mathematical error used in the calculation of the Profit Margin on each invoice. Since the profit margin was specified very carefully in the contract, this error could have resulted in reparations had it been discovered by the client.

### **Kabis.NET – Technology Solutions Consulting**

**1997 – 2012**

*Kabis.NET is the masthead under which I have provided freelance Information Technology services to the local community for the last fifteen years. With the switch in my career, this has largely been placed on hiatus. To view my I.T. centric Curriculum Vitæ, please refer to <http://rene.kabis.org/pdf/cv.pdf>*

## EDUCATION

Canadian Securities Course, Okanagan College 2012.

Bachelor of Business Administration, Okanagan College 2012. Accounting major, Management minor.

Bachelor of Science, Okanagan University-College. Physics major, Mathematics minor.

## FUTURE GOALS

Certified Management Accountant (CMA) designation, Bachelor of Computer Science