

Thomas Burleigh

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Summary

Dedicated and motivated BBA Student with a strong work ethic. Seeking new and exciting professional opportunities. Strong analytical and problem-solving skills with a desire to learn and take on new responsibility.

Skills

Accounting, Data Analysis, Digital Marketing, Financial and Operations Management, Google Docs, Leadership, Microsoft Office, Problem-solving, Sage Accounting, Social Media, Web Development.

Education

BACHELOR OF BUSINESS ADMINISTRATION | CLASS OF 2022 | MOUNT SAINT VINCENT UNIVERSITY

- Major in Accounting. Minor in Information Technology. 3.83 GPA.

COLLEGE DIPLOMA – ACCOUNTING TECHNOLOGY | CLASS OF 2020 | HOLLAND COLLEGE

- Vice President of Finance, Holland College Student Union (2019-2020 academic year).
- Presidential Candidate, Holland College Student Union.

COLLEGE DIPLOMA – BUSINESS ADMINISTRATION | CLASS OF 2020 | HOLLAND COLLEGE

HIGH SCHOOL DIPLOMA | CLASS OF 2017 | WESTISLE COMPOSITE HIGH SCHOOL

- Graduated with a Focus on Information Technology (ICTC) certificate.

Experience

HOLLAND COLLEGE - RESIDENCE | SEP 2018 – APR 2020

- **Residence Life Coordinator (Sep 2018 – Apr 2020)** - Coordinated events for residents. Performed security patrols. Responded to inquiries and disciplinary matters regarding residents and guests.
- **Night Auditor (May 2019 – Aug 2019)** – Balanced cash sheets. Operated the front desk and responded to inquiries from guests. Performed security patrols of the building.
- **Sign-in Monitor (Sep 2018 – Apr 2019)** – Operated the front desk of the residence. Conducted I.D. checks of guests. Responded to general inquiries.

BURLEIGH BROS. SEAFOODS LTD | APR 2017 – AUG 2018

- Assisted in the packaging and processing of seafood products. Managed freezer inventory. Prepared orders for shipment.

SELF-EMPLOYED | MAR 2014 – FEB 2017

- Created an online YouTube-based business at the age of 15 working with over 1,000 content creators.