Cecil Appiah Kubi

Ajax, ON | 647-296-8210 | cecilkubi123@gmail.com

EDUCATION

Algoma University
Bachelor of Business Administration (BBA), Accounting | GPA: 3.3

SKILLS

- **Cash & Account Reconciliation:** Tracked event expenses against budget and kept accurate transaction records for 50+ customer interactions a day (Bramalea Baptist Church, Sales Rise Agency).
- **Journal Entries & General Accounting:** Recorded transactions, tracked expenses and liabilities, and reconciled accounts in QuickBooks Online (Intuit Bookkeeping Certificate); organized vendor invoices using Sage 50.
- **Microsoft Excel:** Built a three-statement model, driver-based forecast and DCF valuation in Excel (Extern Financial-Modeling Sprint).
- **Analytical Skills:** Analyzed event expenses and sales conversion data to reduce costs and support a 40% increase in weekly sales volume.
- **Organization:** Managed a program budget, camper records, schedules and vendor logistics for a team of staff and volunteers.
- **Working Independently & Learning Systems:** Directed a 4-month camp program on my own initiative and learned new software quickly (Sage 50, QuickBooks, CRM).

WORK EXPERIENCE

Bramalea Baptist Church — **Brampton, ON**
Rooted: Middle School Camp Director — *May 2026 – Aug 2026*

- Managed a program budget and resource inventory, staying within allocated funds through careful cost planning
- Maintained accurate attendance, emergency and medical records for all campers while protecting confidentiality
- Directed a 4-month program for grades 6–8, planning schedules and leading a team of staff and volunteers
- Coordinated logistics, timelines and staffing for events and field trips, including the Spring Carnival booth

Bramalea Baptist Church — **Brampton, ON**
Events Coordinator / Admin Assistant — *May 2025 – Aug 2025*

- Supported event budgeting and tracked expenses to keep events within financial plans
- Recommended cost-saving measures that helped reduce overall event costs
- Handled vendor coordination, invoicing and financial record organization
- Completed post-event reviews with expense analysis and feedback reporting

Sales Rise Agency — **Toronto, ON**
Sales Associate — *Jan 2025 – Mar 2025*

- Contributed to a 40% increase in weekly sales volume through customer engagement and performance tracking
- Handled 50+ customer interactions per day with accuracy in all transactions and client records
- Tracked daily and weekly conversion rates and revenue figures to identify areas for improvement

VOLUNTEER EXPERIENCE

Bramalea Baptist Church, Kins Youth Program – Youth Leader — Sept 2023 – June 2024

- Led youth meetings, created program schedules and increased participation

Hardwood Kings Basketball – Volunteer Basketball Trainer — Mar 2023 – May 2023

- Planned and led training sessions and mentored youth athletes in teamwork and skill development

CERTIFICATIONS

Professional Certificate in Bookkeeping, Intuit Academy (Coursera) — Oct 2026
AIG Underwriting Job Simulation, Forage – Certificate of Completion — Oct 2026

REFERENCES

Paul Wilkinson: Project Manager, Ellis Don, Paul.Wilkinson@EllisDon.com, 437-869 -502