

David Kelly MBA, CPA, CMA

23 Bell Avenue
Grimsby, Ontario L3M 1B2

Tel: (905) 309-6302
Cell: (905) 807-1046
E-mail: dkellymba@gmail.com

PROFILE:

- Certified Management Accountant with strong management, accounting, analytical and communication skills honed over 20 years' experience
- Master of Business Administration (Finance) degree from the University of Toronto
- Highly experienced as an analyst with superb skills in spreadsheet use and database management
- Skilled in MS-Office computer applications with Microsoft certifications in MS-Word and MS-Excel, and strong capabilities using MS-Access (database management software)
- Familiar with financial and statistical models such as for discounted cash flow and regression analysis
- Superb report writing and presentation development skills
- Outstanding communication, networking, collaborative and organizational skills
- Able to work well as an active member of a team or independently

PROFESSIONAL EXPERIENCE:

Financial & Regulatory Analyst

GRIMSBY POWER INC.

Grimsby, Ontario (2011 – 2014)

- Prepared all financial filings to the Ontario Energy Board, including financial statements, supply and consumption information, aggregate customer data and capital expenditure data
- Created and worked with complex Excel workbooks containing, multi-tab formulae, regression analysis, pivot tables, data filtering and macros
- Managed financial information and filed reports to the Ontario Power Authority for Grimsby Power's Conservation and Demand Management (CDM) program
- Prepared and entered journal entries reconciling general ledger accounts at the end of each month

Principal / Instructor

TRANSITIONS COLLEGE

Niagara Falls, Ontario (2009 - 2011)

- Managed a staff of six instructors at the Welland campus, ensuring consistent and comprehensive content was taught
- Developed and taught the Entrepreneurship course for the College, and taught accounting and computer applications courses
- Achieved Microsoft Specialist Certification in MS-Word and MS-Excel (version 2000)

Finance & IT Specialist

RYCOTT WHOLESALE FOODS INC.

Hamilton, Ontario (2004 – 2008)

- Provided executives with analysis, support and reporting on all financial aspects of the business
- Developed and built database models used by the company for budgeting, currency exchange and warehouse performance incentives
- Developed and managed comprehensive fixed asset database files controlling purchasing, depreciation, replacement, sale and disposal of all significant company assets
- Highly proficient with the company's enterprise software that managed accounting, inventory control, warehouse management and distribution for the company

Marketing and Administration Analyst

TAYLOR LEIBOW LLP, CHARTERED ACCOUNTANTS

Hamilton, Ontario (2000 – 2002)

- Performed bank reconciliations and month-end adjusting journal entries using ACCPAC
- Managed payroll and benefits administration for the firm
- Developed and managed a marketing budget worth over \$150,000 annually
- Designed MS-Access databases for contact and project management
- Coordinated the development of marketing materials and Internet web sites
- Prepared and submitted audit proposals for Hamilton business organizations' requests for tendered bids

Instructor

NIAGARA COLLEGE AND OTHER TRAINING INSTITUTIONS

Niagara Region, Ontario (1991 – 1999)

- Taught accounting and computer applications such as MS-Office (Word, Excel, PowerPoint, and Access) to students at Niagara College and other private training institutions
- Developed full curricula, assignments and tests for many computer and business courses
- Prepared students for tests and exams and developed presentations to assist with learning
- Sought to provide clear, concise lessons that broke down complex ideas into simple units
- Scheduled and administered other teaching staff in my capacity as Education Coordinator

EDUCATION:

Certified Management Accountant

The Society of Management Accountants of Ontario, Toronto, Ontario

Master of Business Administration (Finance)

University of Toronto, Toronto, Ontario

Bachelor of Education / Ontario Teacher's Certificate

Brock University, St. Catharines, Ontario