

# Glen Kavaliunas

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**Objective:** To obtain full time employment in a busy accounting firm where I can mentor a CPA and work towards becoming CPA designated.

## **Work Experience**

- 2017-present **Duncan & Company – Accounting Technician** Comox, BC
- Computer programming - writing programs to convert bookkeeping programs (Sage, Quick books, etc) to Xero - cloud based accounting software.
  - Tax file prep / company year ends
  - Bookkeeping
- 2015-2016 **Crown Isle Golf Community & Resort - Chef** Courtenay, BC
- Breakfast and prep cook
- 2013-2015 **Dolphin's Resort – Angler's Dining Room – Chef** Campbell River, BC
- Line cook / prep for Angler's Dining Room and resort functions (weddings / meetings / celebrations)
- 2007-2013 **White Spot – Kitchen Manager** Campbell River, BC
- Ensuring quality and timeliness of food produced
  - Scheduling kitchen staff
  - Ordering product and maintaining inventory
  - Hiring and training new staff
- 1998-2007 **White Spot – Line Cook/Prep** Campbell River, BC
- Meeting customer expectations (timeline and quality)
  - Following Head Chef's directions
- 1997-1998 **White Spot – Janitor** Campbell River, BC
- Maintaining daily cleanliness of restaurant
  - Ordering and maintaining inventory of cleaning products

## **Education**

- 2016-present **North Island College** Courtenay, BC
- Bachelor of Business Administration - Accounting

- 2006-2008     **International Trade Authority**     Nanaimo, BC
- Red Seal Cook
- 1998-2002     **North Island College**     Campbell River, BC
- Diploma in Computer Science

### **Awards and Certificates**

- Xero Advisor certified – cloud-based accounting software
- Emergency First Aid for Industry: OFA Level 1
- Food Safe Certificate
- PADI Open Water Diver

### **Skills**

- Accounting
- Computer Programing
- Tax preparation
- Company year-end taxes
- Microsoft Office
- Computer Networking

### **References**

Available on request