

Valentina Cruz

Accounts Payable Co-op Student

Toronto, Canada | valentina.cruz@example.com | +1 (647) 555-0132

Summary

Commerce graduate (2026) with a co-op term in accounts payable and a CPA prerequisite pathway complete. Comfortable with reconciliations, Excel modelling and the discipline of a month-end deadline. Looking for a junior accountant or analyst role.

Experience

Accounts Payable Co-op Student, Mapleridge Property Group

01.2025 – 08.2025

- Processed 300+ vendor invoices a month in Sage 300, matching to purchase orders and flagging discrepancies before payment runs.
- Reconciled two bank accounts monthly and cleared a 90-day backlog of unmatched items.
- Built an Excel tracker for recurring supplier contracts that the team still uses.

Treasurer, University Commerce Society

09.2024 – 12.2025

- Managed a C\$18,000 annual budget across eight events, reporting to the executive committee each term.
- Introduced a simple approval process that ended overspending on two recurring events.

Education

B.Comm. Accounting — GPA 3.6/4.0, Toronto Metropolitan University

09.2022 – 04.2026

Skills

Accounts payable, Bank reconciliation, Advanced Excel (lookups, pivots), Sage 300, QuickBooks, Journal entries, Budget tracking, Attention to detail under deadline

Languages

English (Fluent), Spanish (Native)

Certifications

CPA Ontario prerequisite courses completed, CPA Ontario (04.2026)