

# LESLEY MCCUAIG

B . K I N , M A ( I N P R O G R E S S )

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Hubbards, Nova Scotia

## EDUCATION

Masters of Arts (In Progress)  
Counselling Psychology  
Yorkville University  
2019 - Present

Bachelor of Kinesiology  
Acadia University  
2002 - 2006

## AWARDS

Nominee – 2016 Influential  
Women in Business

2000 Millennium Bronze  
Governor Generals Award

## SKILLS

Problem Solving

Analytical Skills

Flexibility / Adaptability

Strong Work Ethic

Critical Thinking

Teamwork

Listening Skills

Business Administration

Marketing

Customer Service

Accounting

## PROFILE

I am a graduate student with Yorkville University. I have a passion for health and wellness and in particular Mental Health and Addictions. Through vounteer work and life experience my interest has grown and so I embarked on the path of achieving a Masters of Arts Degree in Counselling Psychology. Although I have primarily held roles in business administration, I look forward to a career change in the Mental Health and Addictions field.

## PROFESSIONAL EXPERIENCE

### ACCOUNTING TECHNICIAN

Stream Financial Services Inc., Halifax, NS | 2017 - Present

- Payroll - monthly & weekly payroll, prepare Records of Employment, T4's, T4A's, GST/HST Returns, T5's
- A/P, A/R, bank reconciliations, year-end J/E preparation, account reconciliations
- Preparation of monthly, quarterly, yearly financial statements & annual operating budgets, preparing pro-forma (forecast) financial statements

### OWNER / OPERATOR

Lesley McCuaig Consulting & Research, Kimberley, BC | 2015 – 2017

- Registering corporations, sole-proprietorship's with the Government of Canada and CRA, acquiring and maintaining insurance policies, advertising, website design, business plan preparation and implementation, acquiring funding (grants, private investors, etc.), registering Patents, Copy Rights, Trademarks with the Canadian Intellectual Property Office, business portfolio preparation, project coordinator

### ACCOUNTING TECHNICIAN

East Kootenay Realty Ltd., Cranbrook, BC | 2007 – 2013

- Trust accounting – receiving & depositing payments, bank reconciliations, managing trust accounts, assist in coordinating staff recruitment and selection process, monitor staff performance and attendance activities
- Preparation of monthly, quarterly, yearly financial statements & annual operating budgets, preparing pro-forma (forecast) financial statements

### ESTATE ADMINISTRATOR

McCuaig & Company Inc., Halifax, NS | 2005 – 2006

- Document preparation – preparing statements of receipts & disbursements, division I & II proposals, statement of affairs, estate administration - reviewing creditor's claims, following up on estate assets, inventory, Pre - & Post- Bankruptcy Income Tax Returns

## VOLUNTEER EXPERIENCE

### CONNECTED THROUGH SPORT SOCIETY

President, Cranbrook, BC | 2016 – 2017

### EAST KOOTENAY P.A.R.T.Y. PROGRAM

Treasurer, Cranbrook, BC | 2010 - 2013