

# JOANNA IVASIUK

905-376-2355 • [bwms@tcivay.com](mailto:bwms@tcivay.com)

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## FINANCIAL CONTROLLER / BOOKKEEPER

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Highly dedicated, astute professional with proven success directing finances and operations to drive cost savings and compliance while supporting bottom-line growth. Excellent background managing business administration, introducing financial controls, rolling out marketing programs and inspiring teams to exceed performance objectives.

### Financial and Management Competencies

- Budgeting & Cash Flow Optimization
  - Internal & Financial Controls
  - Accounting Management
  - Financial Analysis & Reporting
  - HST/Payroll
  - Human Resources & Employee Relations
  - Strategic Planning & Implementation
  - Marketing & Business Development
  - Client & Stakeholder Relations
  - Administrative/Office Management
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## CAREER EXPERIENCE

BREAKING WAVES MANAGEMENT SOLUTIONS LTD.

### **Financial Controller / Operations Manager** (2010 to Present)

Define and execute all financial, administrative and business operations for management and accounting/administration consulting firm. Consult with clients to assess needs and create and manage customized financial infrastructures, systems and processes, including accounting, budgeting, fiscal reporting, accounts payable and receivable (AP/AR), inventory, office management and payroll administration. Supervise human resources, marketing and customer service functions. Prepare cash flow projections and monitor results.

#### *Key Contributions:*

- Designed and managed robust, scalable financial systems, processes and controls that met the distinct needs of each client.
- Skillfully pursued and developed new business; managed up to 10 clients simultaneously, with flawless service and meticulous attention to detail.
- Worked with clients to turn around underperforming operations and restore confidence, integrity and transparency in financial operations.
- Implemented and managed all aspects of administration of offices and businesses

THE SOMERSET / STRATA CORPORATION

### **Financial Controller/Operations Manager** (2011 to Present)

In concurrent role, provide vision and direction for the largest client of Breaking Waves Management Solutions, with full accountability for bookkeeping and accounting functions, human resources and day-to-day business management of Strata Corporation and The Somerset, a 52-unit condominium resort. Develop and present the annual budget and financial reports to the Board of Directors.

#### *Key Contributions:*

- Developed and managed the annual budget (nearly \$2M) with exceptional accuracy and accountability, and introduced strategies to cut costs and maximize resources.
- Increased productivity by establishing an organized environment with streamlined procedures for business, human resources and financial management.

INTER DÉCOR LIMITED

**Financial Controller / Office Administrator** (2008 to 2011)

Spearheaded strategies to enhance workflow and improve operations for the business office and retail showroom. Established financial controls. Provided support and assistance to personnel in administrative, sales and service positions. Managed administrative programs and procedures. Oversaw technology systems and solutions.

*Key Contributions:*

- Recommended and supervised the implementation of financial software to facilitate financial planning, analysis and management.
- Boosted visibility for the organization by designing/writing advertisements for publication.

SECURITY CENTER LIMITED

**Financial Controller / Operations Manager** (2005 to 2008)

Directed accounting efforts while overseeing human resources (staffing, performance management, and disciplinary actions), marketing, business development and public relations. Trained and motivated employees. Developed and secured profitable new accounts.

*Key Contributions:*

- Increased revenue with new and existing clients by creating sales proposals that captured attention and generated significant new business.
- Forged open lines of communication and resolved conflicts between management and staff.

PINE RIDGE BROADCASTING

**Creative Director** (2002 to 2005)

Managed daily operations of creative department, including hiring talented writers and production staff, prioritizing projects and ensuring delivery of superior-quality service. Listened to clients to determine budgets, needs and expectations, and managed development and production of advertisements, commercials, promo announcements and station imaging.

*Key Contributions:*

- Received the Peterborough Marketing Award in '03.
- Produced innovative marketing, advertising and promotional programs that fueled awareness and revenue for clients.

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EDUCATION

**Certificate Management Accountant (CMA) Candidate** ~ In Progress

INSTITUTE OF MANAGEMENT ACCOUNTANTS

**Bachelor of Arts (BA) in Sociology ~ Concentration in Business**

TRENT UNIVERSITY, Peterborough, Ontario