





## Michelle Gordon


CPHR,CPA,CMA  
Vancouver, British Columbia, Canada

Message 

Self-Employed  
Chartered Professional Accountants of Canada...  
 See contact info  
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An accomplished professional with advanced analytical and problem solving skills, who achieves operational efficiencies and improves service delivery. Through exceptional leadership and interpersonal skills she has built strong teams to achieve success. Her extensive knowledge in budg...

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#### Hiring a Operations Manager/COO

Michelle Gordon  
Published on LinkedIn

The ideal candidate for this position will have experience taking soft good and consumable products from an idea to a purchase by the customer and all steps in between. They are comfortable both developing products as well as creating and managing vendor and strategic relationships. Working in a startup environment they are capable and happy wearing many hats, to ensure all facets of the business are coordinated and working together. This may includ...  
...see more

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### Experience



#### Contract Controller/CFO

Self-Employed

Aug 2016 – Present · 2 yrs 2 mos

Vancouver, Canada Area

- Financial modeling, forecasting, budgeting, costing and analysis.
- Payroll application implementation and training.
- Financial management policies and procedure implementation.
- AR and bad debt procedure and implementation.
- HR, including employee turnover solutions, hiring, training and supervision of staff.
- Change management and process redesign to maximize effectiveness and efficiency.

- Monthly reporting, financial consolidation, Year End financials, MD&A's, NTR's and T2's.
- Inventory accounting, management and analysis.... See more

**Controller**

3 tier logic

Jun 2015 – Jul 2016 · 1 yr 2 mos

Vancouver, Canada Area

- Created budgets and forecasts, and managed cash flows and implementation of financial controls.
- Created financial models for investors and listed company on the OTC.
- Managed employee and contract worker contracts and performance management... See more

**Self Employed**

Integrated Success

Sep 2012 – Jun 2015 · 2 yrs 10 mos

Victoria, BC

- Performed controllership and accounting work.
- Assist with setting up not-for-profits accounting systems.
- Prepared budget, financial forecasts, and analysis of current results.
- Created financial statements and working papers in preparation for year-end audit... See more

**Various Positions**

The Corporation of the District of Saanich

Jan 2002 – Jun 2015 · 13 yrs 6 mos

Victoria, BC

Finance Department (Sept 2014 – Jun 2015) Jun 2015

- Performed multiple bank account reconciliations, journal entries, AP/AR and record maintenance.
- Performed travel, employee recognition and capital accounts analysis.... See more

**Editor In Chief**

VictoriaMom.ca

2013 – 2015 · 2 yrs

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CPA, CMA

2012

**BCHRM A**

CPHR

2009

**Thompson Rivers University**

Bachelor of Commerce - BCom

2008

## Volunteer Experience



### Committee member

Esquimalt Parks and Recreation Committee  
2013 – 2015 • 2 yrs



### Secretary-Treasurer

Greater Victoria Police Victim Services  
2010 – 2014 • 4 yrs



### Board Member(PD and Event Coordinator)

CMA Victoria  
2012 – 2014 • 2 yrs

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9/20/2018

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