

Ms. Karina H. Edora

(604) 418-7439 Mobile

Email: karina.edora@virtualease.ca

Career Profile

A highly motivated and successful independent business consultant, focusing primarily on accountancy and supporting processes and practices.

Having over 12 years experience, Karina has sound knowledge globally from North America to Europe, with exposure to foreign accounting practices, rules and regulations. She brings with her a variety of industry experience; including IT, consulting, Nonprofit organizations, charities and real estate markets.

Karina's passion drives her to guide businesses in the right direction by analyzing, developing and implementing the strategies necessary to achieve their full potential. She accomplishes this by assessing operations and creating strategic solutions allowing for easy execution, management and support.

She has proven to be competent, efficient and dedicated and always delivers quality driven results. Her professionalism and integrity lie at the heart of all of her activities, and can be attested to by various letters of reference and recommendations written by clients.

Karina Edora offers valuable guidance and goal setting strategies.

Career History

Chief Financial Officer, Asentus Europe BV, Hoofddorp the Netherlands, (January 2008 - Present)

- Responsible for monthly financial reporting to shareholders
- Oversee financial administration department
- Liaison with legal, corporate and accountancy advisors
- Oversee VAT, Corporate and Trade Tax Returns for offices/local presence in Europe (the Netherlands, Germany, France and Belgium, UK)
- Manage cash-flow
- Preparation of forecasts and budgets
- Creation and implementation of process efficiencies

Key strengths include:

- Process Improvement
- Financial and Cash Flow Management

Process Improvement

- Implemented onsite accounting systems for The Netherlands and German offices
- Set-up permanent establishment structure for the German branch
- Successfully obtained local VAT registrant status for Germany, France, Belgium & the United Kingdom
- Reduced financial administration staff cost by 50%
- Ongoing training, mentoring and supervision provided to financial administration staff
- Lead advisor in the development of the accounting, invoicing and e-commerce modules of the Service Tool software
- ***Working with Management - instrumental in the profitability of company since working with Asentus Europe in 2006***
- ***Monthly financial reporting to management***

Financial and Cash Flow Management

- Recovered unexpected VAT of over EUR 300,000
- Ability to manage cash outflows with limited resources

Other Clients(1997-2008):

Opus Consulting Group Ltd Vancouver, BC www.opusconsulting.ca **Contract Consultant**

S & P Destination Properties, Inc., Vancouver B.C. www.sprealstate.com **Contract Consultant**

Wolfe Chevrolet Oldsmobile, Burnaby B.C. www.wolfechev.com **Contract Consultant**

Asentus Europe BV www.asentus.net **Contract Consultant**

Pilothouse Real estate Inc www.pilothouseinc.com **Contract Consultant**

Canadian Genetic Diseases Network, Vancouver B.C. www.cgdnet.ca **Finance Manager**

Canadian Gene Cure Foundation, Vancouver B.C. www.genecure.ca **Finance Manager**

Performance Controls Ltd., Vancouver B.C. **Full Charge Book-Keeper**

IGS Management Ltd., Vancouver B.C. **Full Charge Book-Keeper**

MDT Painting, Vancouver B.C. **Full Charge Book-Keeper**

Furry Friends & More, Vancouver B.C. www.furryfriends.ca **Full Charge Book-Keeper**

Jackson's Glass Ltd, Vancouver B.C **Full Charge Book-Keeper**

TG Schulz Ltd Vancouver, BC. **Full Charge Book-Keeper**

Various Clients **Personal Income Tax Preparation**

Management Responsibilities

- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Create nonexistent accounting systems
- Analyzing and tracking variances of project budgets
- Reconciliation and journalizing entries for inter-company transactions
- Supervision and training of accounting staff
- Periodic financial reporting

- Corporate administration
- Oversee annual audits and corporate tax preparation

Book-keeping Responsibilities

- Processing Accounts Payable
- Processing Accounts Receivable
- Processing Payroll
- Managing General Ledger Reconciliations
- Bank Reconciliations
- Preparing Tax Filings Remittances – GST, PST, Source Deductions,
- Preparing Other Remittances - WCB
- Preparing Financial Statements

Other Employment

Book-Keeper/Assistant to the Controller, Apple Fitness Stores Inc., Vancouver B.C. (1994-1996)

- Using Great Plains accounting software and Excel, duties included: Accounts Payable - Account coding, posting to G/L, cheque runs, statement reconciliations, cash disbursements and government remittances.
- Accounts Receivable - Service invoicing, commercial collections & customer account reconciliations.
- Bank Reconciliation - Balanced bank statement to general ledger records
- Payroll - Processed payroll for commissioned, hourly and salaried employees
- Cash flow / Budgets - Produced weekly and monthly reports for management.
- This medium sized company incorporated four BC locations and three Ontario locations.

Education

- ***Completed Taxation Courses***
The Jacks Institute; Vancouver BC, 2001
 - Intermediate Tax Preparation
 - Investment Tax
 - Professional Tax Planning
 - Trust Preparation

- ***e-Business Web Design***
Langara College; Vancouver BC, 2001
 - Completed course in e-Business Web Design

- ***Completed Taxation Courses***
The Jacks Institute; Vancouver BC, 1997
 - Introductory Tax Course
 - Personal Income Tax Preparation
 - Computerized Tax Preparation

- ***Certified General Accountants of BC Association***
1997
 - Current Standing is 4th year eligibility

- ***Graduate of the Financial Management / Accounting Diploma Program***
Kwantlen College; Vancouver BC, 1993-1994 (1989-1990)

- ***Graduated with honors specializing in accounting and data processing***
Matthew McNair Secondary High School; Vancouver BC, 1986-1988