

SHAYNA VENTRCEK

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Technical Skills

- Microsoft Office and Google Suite
 - Marketing materials with StoryKit, Canva, and PowerPoint
 - Accounting software QuickBooks, Xero, Microsoft Dynamics 365 Business Central
 - Workday, Sage, HubDoc, and Zendesk
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Education

DUBLIN CITY UNIVERSITY, DUBLIN, IRELAND

2022- 2024

- Bachelor of Arts in Global Business with a specialism in Operations Management
- First-class honours and top of class
- Undergraduate thesis exploring gender dynamics in the Irish accounting industry to analyze diversity and inclusivity in management and senior roles

BROCK UNIVERSITY, ONTARIO, CANADA

2020 - 2025

- Bachelor of Business Administration with a concentration in Operations Management
 - International Partnership of Business Schools student council administration member (2021-2022)
 - Vice President of Corporate Relations for Women In Business Goodman club (2024-2025)
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Experience

MARKETING AND STAKEHOLDER ENGAGEMENT INTERN, ESB, DUBLIN, IRELAND June – August 2024

- Conducted comprehensive audits of corporate websites to uncover opportunities for enhancement, and created a strategic plan with steps to improve competitive advantage
- Assisted in organizing high-profile events, including scheduling, coordinating tours, and managing stakeholders.
- Developed marketing materials and videos using StoryKit and PowerPoint for projects like the Moneypoint Exhibition and solar farm showcases.
- Managed LinkedIn audits to track post-engagement performance, led visual updates for improved user comprehension, and provided strategic suggestions that led to a 23% increase in engagements.

INTERNATIONAL INDIRECT TAX INTERN, INDEED, DUBLIN, IRELAND

January – August 2023

- Investigate and analyze monthly VAT returns for various operations in differing countries
- Communicate directly with customers to solve customer complaints and problems with tax associated with purchases
- Update and consolidate working papers, standard operating procedures, and reports to improve efficiency and readability
- Participated in the project management conversations about adding e-invoicing and starting taxation in new countries. Tested and informed developers when systems were not functioning in the expected or required manners
- Joined networking opportunities through MentorConnect to increase involvement and personal awareness of career progression through industry professionals

JUNIOR CLOUD ACCOUNTANT, BDO CANADA LLP, ONTARIO, CANADA

May – August 2022

- Improve and centralize clients' standard operating procedures to fit clients' needs and eliminate unnecessary steps or employees on tasks
- Transfer data from various document forms into editable Microsoft Excel spreadsheets
- Organize, scan, upload and post client documents to accounting software of the client's choosing
- Decreased loss of confidential documents by improving communication methods by implementing the use of HubDoc

Awards and Certification

- Finalist in BDO Step-Up Case Competition 2022
- Xero Advisor Certification 2022
- QuickBooks Online Professional Accountant Certification 2022
- Finalist in New Enterprise Development Case Competition