

55 Colebrook Drive.
Winnipeg Mb, R3T 5Y8
Phone: 204-295-0457

David Onyebuchi

Objective: I am interested in assisting with the growth and health of this company through hard work, reliability, and positive attitude. I am available to work all days, evenings, nights and weekends.

Experience: Farm Business Consultants January/2011-May 2014

Corporate Member Services Representative

- Tax Planning
- Accounting/Bookkeeping and bank account reconciliation
- Data entry
- Sales
- Client presentation
- Met with clients in various rural areas at their place of business

Lead Property Management October/2010-November/2011

Property Manager

- Office administrative duties
- Accounting and bank account reconciliation
- Data entry
- General contracting
- Client presentation
- Managed all employees at Lead Property Management

IWS Management Inc. April/2010-October/2010 Powell River, BC

Manager

- Overseeing the investments of IWS Management
- Managing all hired employees of IWS Management
- Performing office duties
- Renovating properties when required
- Company owner briefings and presentations

Summer Employment - 2008 Manitoba Hydro

Station Design Department

- General office duties
- Preparing / submitting reports
- Providing administrative assistance to co-workers

Self Employed – 2005 to 2007 – Winnipeg, MB and B.C.

Home Renovation

- Purchased and renovated a house for resale, in both locations
- Learned demolition and interior design
- Supervised employees

- Replaced flooring, drywall, doors, electrical & plumbing fixtures
- Installed new kitchen
- Painted interior and exterior
- Did landscaping and yard work
- Constructed balcony
- Repaired foundation
- Tracked expenses, did accounting, and balanced ledgers
- Formed corporation
- Learned effective and profitable real estate investment procedures
- Gained experience with tenants, as landlord

IWS Management Inc. – 2003/2004 Winnipeg, MB

Administrative Assistant

- Prepared invoices
- Deposited cheques
- Paid bills
- Reconciled bank statements
- Recorded financial records on computer
- Made travel arrangements

Crystal Properties Ltd. - 2002 Winnipeg, MB

Data Entry Clerk (while employee was on short-term disability)

- Processed rental applications by verifying employment and tenancy
- Obtained credit information on applicants
- Prepared Tenancy Agreements
- Processed monthly rent receipts for over 1000 suites
- Prepared and made bank deposits
- Typed work orders, using Excel program
- Typed preventive maintenance manual, using Microsoft Word
- Printed cheques for accounts payable, using Spectra software
- Matched documents to check lists, for filing

Education:

Kindergarten through grade 9 - Linden Christian School

High School - River East Collegiate and University of Winnipeg Collegiate

Providence College - Student of Business Administration

Property Management Certification

First Aid Certificate

Hydrogen Sulphide Awareness (H2S) Certificate

Taxguard Level II certification for t1 basic tax prep

Awards:

\$5,650 Millennium Manitoba Bursary, 2007/2008 Academic Year

References Are Available Upon Request.