

Quyen (Quinn) Ho

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EXECUTIVE SUMMARY

CPA Candidate with three years of progressive audit and assurance experience at BDO Canada LLP, including Auditor-in-Charge responsibilities across private enterprises, municipalities, and not-for-profit engagements, covering organizations exceeding \$100M in annual revenue and capital projects.

Experienced in leading audit fieldwork, supervising staff, managing client relationships, and coordinating directly with CFOs and seniors management under Canadian Auditing Standards. Strong background in ASPE, ASNPO and PSAS reporting framework across complex assurance and financial reporting requirements.

Registered for the September 2026 Common Final Examination (CFE), with CPA designation expected in December 2026.

EDUCATION & PROFESSIONAL QUALIFICATION

CPA Professional Education Program (PEP)

CPA Western School of Business | British Columbia, Canada

September 2023 – Present

- CPA Practical Experience Requirements (PER) completed in April 2026.
- Registered to write the Common Final Examination (CFE) in September 2026.
- CPA designation expected in December 2026.

Bachelor of Business Administration, Accounting

Cape Breton University | Nova Scotia, Canada

September 2019 – December 2022

- Graduated with Accounting major and Co-op option.
- Awarded Dean's List with Distinction for three consecutive academic years from 2019 to 2022.
- Elected Student Representative, Shannon School of Business, 2021–2022.
- Awarded Rookie Student Representative Council Member of the Year by the Cape Breton University Students' Union.

PROFESSIONAL EXPERIENCE

BDO Canada LLP

Senior Accountant | Intermediate Accountant | Junior Accountant

British Columbia, Canada

May 2023 – April 2026

Senior Accountant

- Oversaw 30+ audit and assurance engagements annually as Auditor-in-Charge across private enterprises in manufacturing, construction, tourism and real estate development sectors, as well as municipalities and not-for-profit organizations.
- Led audits for complex and multi-entity organizations, including consolidated groups, capital infrastructure projects, and private companies with annual revenues exceeding \$100M.
- Managed municipal and public sector engagements with budgets exceeding \$159M, coordinating directly with CFOs and accounting managers while supervising staff throughout the audit.
- Worked closely with a rapidly growing not-for-profit organization with approximately \$28M in annual revenue and \$21M in provincial funding, helping management navigate accounting standards, audit requirements, and internal control challenges during periods of organizational growth.
- Managed 3–5 concurrent engagements during peak periods while overseeing audit planning, fieldwork execution, issue resolution, client communication, and reporting deliverables.
- Improved engagement efficiency by approximately 40% during a complex onsite audit by restructuring client communication workflows, coordinating cross-department audit requests, and aligning expectations between management and the engagement team.
- Supervised and coached junior staff members and interns per engagement, including training new hires on audit procedures, financial statement preparation, documentation standards, and client communication expectations.
- Reviewed client-prepared financial statements, supporting schedules, and note disclosures to improve reporting quality, reduce manager review time, and strengthen documentation consistency across engagements.

- Identified control deficiencies, audit adjustments, and process weaknesses during sensitive engagements while maintaining strong client relationships and supporting junior staff members in high-pressure environments.

Intermediate Accountant

- Progressed into Auditor-in-Charge responsibilities by supporting and leading 40+ audit and review engagements annually while managing competing deadlines, evolving client expectations, and increasingly complex engagement responsibilities.
- Served as a primary client contact during fieldwork, helping resolve documentation issues, explain audit requirements, and maintain engagement progress in fast-paced environments.
- Successfully took over Senior responsibilities on a major municipal engagement following senior staff turnover, independently rebuilding engagement knowledge and strengthening client relationships despite being at the Intermediate level.

Junior Accountant

- Quickly adapted to public accounting environments by supporting audit, review, compilation, and tax engagements across multiple industries.
- Contributed approximately 750+ hours toward compilation, tax, and related assurance work while balancing competing client and engagement deadlines during peak periods.
- Prepared 150+ T1 personal income tax returns and supported T2 corporate tax return preparation during busy seasons while maintaining accuracy and compliance with Canadian tax regulations.

Royal Bank of Canada

Operations Officer

Remote, Canada

May 2021 – April 2023

- Reviewed and processed mortgage, credit line, and home equity applications in a high-volume banking environment while consistently balancing accuracy, compliance, and strict turnaround deadlines.
- Managed approximately 160+ lending applications monthly during peak periods, prioritizing urgent requests and ensuring documentation met internal lending and regulatory requirements.
- Responded to time-sensitive mortgage closing requests by coordinating with lawyers and branch staff to finalize documentation before rate expiry deadlines, helping clients secure preferred lending terms.
- Built and maintained detailed client credit files by validating supporting documentation, resolving discrepancies, and ensuring data integrity across lending applications.

SKILLS

Audit & Assurance

Audit Planning Risk Assessment Materiality Determination Substantive Testing Tests Of Controls
Walkthroughs Internal Controls Documentation IT General Controls Testing Financial Reporting
Audit Working Paper Preparation Staff Supervision Client Communication

Accounting & Financial Reporting

Canadian Accounting Standards For Private Enterprises (ASPE)
Accounting Standards For Not-for-Profit Organizations (ASNPO) Public Sector Accounting Standards (PSAS)
Financial Statement Preparation Note Disclosure Support Financial Statement Analysis
Reporting Schedules

Tax & Compliance

T1 Personal Tax Returns T2 Corporate Tax Returns T5 Investment Income And Dividend Slips
Canadian Tax Compliance Support

Software

CaseWare CaseView CCH IFirm Taxprep QuickBooks Online Sage 50 Microsoft Excel
Microsoft Word Microsoft PowerPoint Microsoft Outlook

Languages

English Vietnamese