

## CANDICE CHAPMAN

[chapmanc88@gmail.com](mailto:chapmanc88@gmail.com)  
[www.candice-chapman.net](http://www.candice-chapman.net)

17 Ridgeview Street, Milford Station, N.S.  
Cell: (902) 880-1410

### HIGHLIGHTS OF QUALIFICATIONS:

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- Business Administration Diploma and Information Technology Diploma in Web Development
- Administrative: 58 WPM, Simply 2009, ACCPAC 300 & 500 ERP, Microsoft Office 2003, 2007 & 2010
- Technical: Adapted to various technologies, familiar with (X)HTML, Java, PHP & MySQL
- Dependable, reliable, team-player

### ADMINISTRATIVE SKILLS:

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- Completed computerized accounting procedures using Simply 2009 and ACCPAC 300 & 500 ERP
- Operated office equipment to perform general office duties
- Interacted on a daily basis with military non-commissioned members, officers, and visitors
- Entered timesheets for 30+ employees on a daily basis
- Typed and formatted reports, letters, and invoices to ISO 9001:2008 quality standard
- Achieved 58 words per minute

### CUSTOMER SERVICE SKILLS:

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- Answered/addressed customer questions and needs
- Handled cash/credit card payments responsibly
- Restocked specific inventory on a daily basis
- Redirected customer/client inquiries by phone to the appropriate consultant

### INTERPERSONAL SKILLS:

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- Worked individually and in a team environment at all levels of production
- Demonstrated initiative, problem solving, and attention to detail
- Consulted with clients, both verbal and written, regarding website specifications

### TECHNICAL SKILLS:

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- Opened, billed and closed jobs in ACCPAC 300 ERP
- Completed week-ending report procedures with regards to Accounts Receivable
- Recorded invoice payments by cheque into Accounts Receivable
- Processed bill payments for several property accounts through Accounts Payable
- Completed month-end report procedures with regards to Accounts Receivable and Accounts Payable
- Completed weekly payroll runs for 30+ employees

### TRAINING:

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#### PROGRAMS:

- Microsoft Office Suite 2003, 2007 & 2010 (Word, Excel, Access, PowerPoint, and Outlook)
- Microsoft Project Professional 2007 & 2010
- Sage Simply Accounting 2009
- Sage ACCPAC 500 ERP and Sage ACCPAC 300 ERP
- FoxPro

#### PROGRAMMING LANGUAGES:

- (X)HTML, CSS, and JavaScript
- PHP and MySQL
- Java and JSP

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### EDUCATION:

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– <b>Payroll Compliance Practitioner (PCP) Certification</b>	2015-2016
o Canadian Payroll Association	
o Course 1 of 3 completed – Payroll Compliance Legislation (3 mo.)	
– <b>Business Administration Diploma</b>	2011-2012
o Eastern College: Halifax, Nova Scotia	
o Attendance: 98%                      Average: 97%	
– <b>Information Technology Diploma: Web Development Concentration</b>	2009-2011
o Nova Scotia Community College: Truro, Nova Scotia	

### WORK EXPERIENCE:

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– Supertemp/Peapell & Associates	Halifax, NS	2016-present
– Service Coordinator, Laura Superstore	Dartmouth, NS	2016-present
– Accounting/Secretary, Turner Drake & Partners Ltd.	Halifax, NS	2013-2016
– Administrative Support, Turning Tides Outreach	Dartmouth, NS	2012-2012
– Team Member, Tim Horton's	Stewiacke, NS	2011-2013
– Web Developer, Performance Genomics (1999) Inc.	Truro, NS	2011-2011
– Health and Dental Benefits Representative	Truro, NS	2010-2011
– Reservist, HMCS SCOTIAN	Halifax, NS	2008-2011

### CERTIFICATES AND QUALIFICATIONS:

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- Occupational Health and Safety (OH&S)
  - Workplace Hazardous Materials Information System (WHMIS)
  - Non-Violent Physical Crisis Intervention (NVPCI)
  - Applied Suicide Intervention Skills Training (ASIST)
  - Cisco Networking Academy, Networking Fundamentals

### VOLUNTEER EXPERIENCE:

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– Saint James Anglican Webmaster	2010-2012
– Peer Tutor, NSCC	2010-2011
– Peer Mentor for IT-Common Year, NSCC	2010-2011
– Test Drive for IT-Common Year, NSCC	2010-2011
– Vacation Bible School, Saint James Anglican	2009-2009
– NSCC-COGS Student Association (VP of Communications)	2007-2008

### SECURITY CLEARANCE:

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- Military Security, Level 2: Secret (while serving)
  - Reliability Level (Supertemp)