



# JONATHAN PATTON

## **Professional Summary**

Experienced executive assistant and accounting technician with knowledgeable about management practices and regulatory requirements. Directs and motivates staff to accomplish challenging performance and quality objectives. Works well under pressure, managing many files at once. Experience working with top executives to assure work gets completed on time.

**\*\* Will relocate**

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## **Work History**

### **FRUITS DE MER MADELEINE - Accounting Technician**

Etang Du Nord, QC

03/2021 – 03/2024

- Managed fishermen's catches by entering them into the accounting software
- Entered expenses to be deducted from fishermen's accounts
- Processed fishermen's pay based on their weekly catches
- Compiled weekly reports for the President
- Prepared shipping documents for export
- Other accounting duties as requested.
- Organized general ledger with accuracy and within time constraints.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Handled day-to-day accounting processes to drive financial accuracy.

### **COUNCIL FOR ANGLOPHONE MAGDALEN ISLANDERS - Heritage and Resources Manager**

Grosse Ile, QC

09/2018 - 10/2020

- Managed external contacts for CEO and kept track of periodic communication needed for priority contacts
- Organized and updated museums inventory
- Contributed to smooth business operations by planning and organizing meetings and conferences, including conference calls
- Booked travel as needed
- Developed and updated spreadsheets and databases to track, analyze

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## **Skills**

- Training and development
- Occupational Safety Stress
- Management
- Payment Reconciliation
- Valid Driver's License
- Preventative Measures
- Team Oversight
- Staff Management
- Data collection and analysis
- Leadership abilities

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## **Education**

12/2022

**Thompson River University**

Kamloops, BC

MBA: Business Administration

04/2012

**University of New Brunswick**

Saint John, NB

BACHELOR OF BUSINESS

ADMINISTRATION: Management

and report on performance and sales data

- Implemented updated policies and practices for organization and monitored effect
- Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale
- Updated website, prepared quarterly newsletters, press releases, and social media accounts.
- Skilled at working independently and collaboratively in a team environment.
- Self-motivated, with a strong sense of personal responsibility.

#### **ANGLICAN DIOCESE OF QUEBEC - Lay Reader**

*10/2016 - Current*

- Arranged community service projects for youth members of church
- Coordinated and organized programs to increase church members' service throughout community
- Led programs such as worship, study, fellowship and service opportunities
- Officiated special services such as weddings, funerals, baptisms and nursing home services
- Provided spiritual care through visitation, counseling and prayer
- Planned and conducted worship services, wrote sermons and worked with key church leaders to carry out church mission.

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#### ***Languages***

##### **English**

Native or Bilingual

##### **French**

Full Professional

