



GEORGE TZOUMAS

BUSINESS MANAGEMENT

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OBJECTIVE: Seeking an opportunity that utilizes my financial experiences and academic background and offers an opportunity for personal contribution and professional growth.

EDUCATION:

Concordia University College, Edmonton, Alberta.

B. Sc., Mathematics Major

University of Alberta

Business and Entrepreneurship Electives

Archbishop MacDonald High School

Advanced High School Diploma

Behavioral Competencies: Analytical Thinking (1), Effective Interactive Communication (2), Teamwork and Cooperation (1), Client Service Orientation (2), Conflict Resolution (2), Writing Skills (3)

EXPERIENCE HIGHLIGHTS

ACACIA DENTAL CENTRE

Sherwood Park, AB

Business Manager

2019 TO CURRENT

- Involved with the purchase and transfer of ownership.
- Act as liaison between Doctor and accountant, lawyers and bank during the purchasing process.
- Perform all general accounting functions focused on cost analysis, payroll, accounts payable, accounts receivable, income statements, month-end statements.
- Calculate and submit monthly source remittance as well as prepare and file T4s and ROE's as needed.
- Source vendors and monitor/maintain inventory costs

- Prepare year-end statements and information for accountants to complete year-end filing.
- Function as liaison with bank representatives to comply with any mandatory filing requirements.

D&D DENTAL CLINIC

Edmonton, AB

Business Manager

2015 TO CURRENT

- Involved since its inception in 2015
- Responsible for all financial aspects of the business including deposits, accounts payable/receivable, payroll, source remittance, and month-end reconciliations.
- Provide and review financial statements monthly.
- Prepare year-end statements and information for accountants to complete year-end filing.
- Prepare and file T4s and ROE's as needed.
- Function as liaison with bank representatives to comply with any mandatory filing requirements.
- Source vendors and negotiate inventory costs.
- Responsible for all staffing issues, from acquiring, maintaining as well as scheduling.
- Develop advertising strategies, layout and design for print in local publications, mailouts, as well as work with SEO specialists to promote and maintain online presence.

CANADA REVENUE AGENCY

Canada Place, Edmonton, AB

Taxpayer Services and Debt management

2009 to 2015

- Respond to a variety of enquiries or requests for special services related to tax matters, CRA administered programs and related accounts.
- Process taxpayer requests for adjustments to tax returns, accounts or program information.
- Perform various calculations to determine tax or CRA administered program requirements, elections, entitlements, or administrative relief.
- Provide information and special services to individuals, trust or business taxpayers on tax matters and related programs administered by the Canada Revenue Agency to promote compliance through various outreach and education programs such as information seminars and volunteer information and training activities.
- Gather information from taxpayers to establish the precise nature of their enquiry or request. Analyze and apply the information gathered to the specific questions and circumstances raised by the taxpayer and formulate the appropriate response or make the appropriate decision to resolve taxpayer issues.
- Determine whether requests for adjustments, entitlements, administrative relief, or arrangements are justified, granting or refusing requests based on information provided by the taxpayer, according to policies and procedures and within established parameters.

- Provide assistance with new hires including on the job training as well as floor walking.

THREE BANANAS CAFÉ

2005 to 2018

Edmonton, AB

Owner/Operator

- Involved since its inception in 2005.
- Dealt with all aspects of the Request for Proposal from the City of Edmonton. After being rewarded the contract, negotiated a 10 year lease with the City of Edmonton.
- Dealt with all aspects of start up from working with design teams and contractor, to city permits and licensing, as well as setting up bank loans and accounts.

KRICKET'S CAFÉ
2012

1993 to

St. Albert, AB

General Manager

- Source vendors and negotiate inventory costs.
- Develop advertising strategies, layout and design for print in local publications.
- Perform general accounting functions focused on cost analysis, payroll, accounts payable, accounts receivable, inventory, and mandatory reporting activities required for financial loans.
- Prepare profit/loss statements, end-of-month statements, reconcile daily and weekly transactions.
- Recognized for cultivating long term, stable staff with team-player philosophies.

SHOTZ LOUNGE AND MOUNTAIN TOP MARKET

2002 to 2007

Spruce Grove, AB

Owner/Operator

- Direct food and beverage operations for restaurant/lounge/concession, accommodating over 200 guests.
- Lead a staff of 25 including bartenders, servers, bussers, kitchen staff and concession staff.
- Responsible for staff scheduling and put in measures to ensure that staff is punctual and presentable, and provided them with the right environment to do a great job.
- Proven team-building and motivational skills have delivered unmatched loyalty and a nearly unheard-of staff turnover rate far less than industry standard.
- Credited with high degree of diplomacy, resolving problems without sacrificing customer relations.
- Strategic business sense, uncompromising work ethic, and natural sincerity have helped create consistent profits and have won the loyalty of customers, employees, partners, managers, community leaders, suppliers, and local officials.
- Responsible for all daily financial/accounting aspects of the business.

- Possess and display excellent verbal and written communication skills with ability to convey information to internal/external customers in a clear focused and concise manner.

SAFARI STICKS

2004 to 2005

Edmonton / St Albert, AB

Owner/Operator

- Direct food and beverage operations for festival concession.
- Responsible for set up and tear down of temporary food and beverage facility under specific time constraints.
- Deal with all appropriate vendors, festival organizers, and government agencies.

SUMMARY OF QUALIFICATIONS:

- Financial reconciliations
- Accounts payable/receivable
- Risk management and inventory control
- Vendor sourcing, purchasing and negotiating skills
- Sales/product/market analysis
- Food/labour/marketing cost controls
- Event management and promotion
- Computer knowledge (Microsoft Office).
- Multi-tasking capabilities
- Troubleshooting and problem solving
- Have high ethical and moral standards.
- Team building and staff retention programs

HOBBIES/INTERESTS

- Love to travel; play sports including ball hockey, slow pitch, and soccer; enjoy music, movies, spending time with my family and friends; enjoy reading and constantly looking to learn and improve myself.

REFERENCES AVAILABLE UPON REQUEST