

# TREVOR HERR

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## EDUCATION

**Candidate for Juris Doctor,** 2024-Present  
Faculty of Law, University of Western Ontario

**Bachelor of Commerce, Specialist in Finance and Economics & Major in Economics** Graduated 2022  
Rotman Commerce, University of Toronto

- Dean's List; 2018-2019, 2019-2020, 2020-2021, 2021-2022

## PROFESSIONAL EXPERIENCE

**National Research Council of Canada, (Remote)**

### **Finance Officer**

May 2022-June 2024

- Provided timely and accurate monthly financial reports regarding client revenue accounts, employee travel, and operational expenses for use in management decision making for the Construction Research Centre.
- Responsible for the accurate execution of client contracts upwards of \$1mm for invoicing and contract details including communicating with Project Managers and Clients to mitigate and solve any issues surrounding invoicing.
- Participated in a Project Onboarding Optimization group involved in presenting to upper management the entire contracting process with clients. Presented the invoicing component of the process and suggested further improvements that could be made.
- Maintained accurate daily COGS reporting of the National Building Codes catalogues.
- Respond to inquiries from Project Managers and other Management to provide advice and guidance regarding accurate financial management.
- Developed and improved multiple pathways to more efficient and effective reporting by refining and adding instructions for tasks and creating macros for use in excel reports.

### **Student Finance Officer**

Aug 2021-April 2022

- Completed hundreds of cost recoveries within SAP of IT products for the entire agency. Communicated any required Budget approvals to the appropriate Budget Holder.
- Analysed Salary forecasts versus actual salaries for discrepancies using Excel. Followed up on discrepancies and made appropriate adjustments within SAP.
- Comprehensively streamlined and automated categorization of ops expenses within Excel.

## **Metro, (Toronto & Oshawa)**

### **Cashier**

Oct 2020-April 2022

- Scanned, processed, and packaged customers items while maintaining efficient timing and cheery demeanor.
- Memorized over 50 individual item codes to speed up process of cashing out customers.
- Supervised and ensured successful operation of self-checkout machines.
- Ensure accuracy of payments and balancing of the cash in the register.

## **Durham Catholic District School Board, (Oshawa)**

### **Summer Staff**

June 2019-Aug 2019

- Assisted technicians with general duties by directly aiding in tasks such as upkeep of network infrastructure and troubleshooting of Mac's and Windows PC's.
- Assisted in the implementation in dozens of pieces of software and hardware with the rollout of new laptops for staff.
- Managed hundreds of units of inventory by updating and adding new computer hardware into inventory.

## **LANGUAGES**

- French – Full Fluency, both written and orally.

## **INTERESTS**

- I'm a big hockey fan, particularly of the Montreal Canadiens.
- I love to go skiing (I'm looking forward to the day I can experience skiing in the Rockies).
- I'm a big fan of horror books and movies.