

GIANNA VO

Accounting Professional | CPA Candidate | Passed Sept 2025 CFE

PROFESSIONAL SUMMARY

Vancouver-based accounting professional with experience in property accounting, financial reporting, AP, CAM reconciliations, tenant ledgers, budget support, system testing, and Excel/Power Query automation.

CORE SKILLS

Property accounting	CAM reconciliations, tenant statements, tenant ledger reconciliations, recoveries, rent schedules, lease setup, pre-billed charges, property tax adjustments
Reporting	Month-end entries, financial report packages, budget-to-actual analysis, variance analysis, GL/TB review, management reporting
AP & Controls	Full-cycle AP, invoice coding, approval workflows, vendor follow-up, corporate expenses, Visa/Chase reconciliations, GST/ITC review, audit support
Systems	Yardi Voyager, advanced Excel, Power Query, VBA/macros, Microsoft 365, Oracle, GEM, reporting templates, data validation

PROFESSIONAL EXPERIENCE

Junior Property Accountant | [Contact for Details](#) | Vancouver, BC

Nov 2025 - Present

- Prepare CAM reconciliations, recovery schedules, tenant charge uploads, tenant statements, support packages, and follow-up for tenant or manager inquiries.
- Calculate tenant pre-billed recovery charges from Asset Manager operating budgets; update charges and generate rent schedules in Yardi.
- Set up new leases, renewals, and assignments in Yardi, reviewing lease/recovery details to support accurate billing and reporting.
- Reconcile tenant ledgers and review charges, recoveries, payments, and adjustments before statements or uploads are finalized.
- Prepare month-end closing entries and supporting schedules; generate Yardi statements and post property tax consultant adjustments.
- Support real estate managers, asset managers, tenants, and accounting team members with ad hoc reporting and accounting requests.
- Improve CAM reconciliation accuracy by validating formulas, reviewing prior-year templates, and reducing repeated manual inputs across linked Excel schedules.

AP Specialist, Corporate Accounting Department | [Concert Properties Ltd.](#) | Vancouver, BC

Mar 2025 - Nov 2025

- Processed corporate AP invoices and expenses, including invoice review, GL coding, data entry, approval routing, and payment support.
- Reviewed documentation and TB/GL activity for coding accuracy, tenant chargeback considerations, and proper expense classification.
- Supported audit requests and legacy follow-up for Tapestry after property sale and finance team transition.
- Prepared AP transition documentation and recurring task notes to support continuity during staffing and team changes.
- Responded to internal stakeholder and vendor questions regarding invoice discrepancies, coding, approval status, and payment timing.

Accounting Assistant | [Concert Properties Ltd.](#) - [Tapestry Finance Department](#) | Vancouver, BC

Aug 2021 - Feb 2025

- Managed full-cycle AP for Tapestry properties, including invoice coding, data entry, approval workflow coordination, discrepancy investigation, and vendor follow-up.
- Prepared monthly management fee and lease fee calculations with reconciliations and backup schedules.
- Reconciled Visa/Chase transactions and reviewed receipt support, coding, GST/ITC treatment, and timing of expense recognition.
- Prepared period-end Financial Report Packages, including Financial Results Review, Summary Financial Analysis, and Detailed Budget Comparison reports.
- Analyzed budget-to-actual variances for revenue and expenses on MTD/YTD bases and incorporated operational drivers such as move-in/move-out activity.
- Reviewed bank reconciliations, AR/AP entries, resident and tenant ledgers, Yardi reports, and accounting backup to support reporting accuracy.
- Completed BC Empty Home Tax declarations and maintained supporting compliance documentation.

- Assessed treatment for prepaid costs, seasonal expenses, shared strata costs, emergency repairs, capital items, insurance considerations, and tenant chargeback coding.
- Built a resident invoicing workbook using Power Query and advanced Excel to combine Yardi, Oracle, and GEM data for resident billing allocations.
- Created Yardi AP, AR/tenant-recoverable, and marketing expense reports to improve visibility over billing, chargebacks, budget comparisons, and stakeholder review.
- Tested Yardi Voyager 7S Seniors updates, validating vendor/resident ledgers, charges, AP/AR entries, GL activity, and financial statement outputs before go-live.

Warehouse Administrator, Purchasing Department | Trading Manufacturing Royal Blue Ltd. | Aug 2014 - Dec 2017

- Maintained warehouse and purchasing records, including inventory counts, stock movement tracking, Excel analysis, and reconciliation support.
- Analyzed inventory discrepancies and reorganized warehouse stock by product type to improve count accuracy and retrieval efficiency.
- Prepared and filed tax, purchasing, and inventory documentation for management review and operational support.
- Coordinated with purchasing and operations teams to support accurate supply records, stock availability, and documentation completeness.

Promotional Representative (PG), Sensodyne Brand | Linh Xuong (Lead) Company | 2014

- Promoted the Sensodyne brand to retail customers by introducing product features and supporting customer engagement in a supermarket environment.
- Organized merchandise displays and stock, collected customer feedback, prepared activity reports, and coordinated with team members and supermarket staff.

Telephone Operator / Customer Service Support | Vang Anh Coffee Co., Ltd. | 2014

- Handled customer phone inquiries and supported daily communication, administrative coordination, and front-line customer service.

Insurance Sales Representative | Bao Viet Insurance Company | 2013

- Supported sales of insurance products, including health and automobile insurance, by communicating product information and assisting with customer outreach and documentation.

VOLUNTEER EXPERIENCE

Volunteer, Flood Relief Support | Samaritan's Purse | Grand Forks, BC

Jun 2018

- Supported flood relief efforts for affected residents in Grand Forks, BC, assisting with cleanup and community support tasks.
- Worked with volunteers and local residents during urgent recovery efforts, demonstrating reliability, teamwork, and community service.

Corporate Relations Team Volunteer | Castlegar, BC

- Conducted cold calls and business outreach to explore sponsorship, collaboration, and professional relationship opportunities.
- Supported nonprofit and student organization initiatives by communicating with businesses in a professional, relationship-focused manner.

SELECTED PROJECTS & PROCESS IMPROVEMENTS

- **Resident billing automation:** Combined Yardi, Oracle, and GEM data through Power Query and Excel to allocate charges by resident and support manager approval before invoicing.
- **CAM reconciliation controls:** Reviewed templates, linked schedules, and source reports to reduce manual data-entry risk and strengthen tenant-facing reconciliations.
- **Yardi reporting enhancements:** Created AP, AR, tenant-recoverable, and management reports for coding, chargebacks, budget comparisons, and stakeholder review.
- **System testing:** Validated Yardi Voyager 7S test ledgers, entries, GL activity, and financial statement outputs before system updates were moved into use.

EDUCATION & CPA PROGRESS

CPA Western School of Business - CPA Candidate - Passed September 2025 Common Final Examination; completing CPA practical experience requirements

Camosun College - Post-Degree Diploma in Accounting

Ho Chi Minh City University of Foreign Languages - Information Technology - Bachelor's Degree in Oriental Studies