

Danielle Quan

Accountant • Bookkeeper • Financial Controller

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SUMMARY

Experienced accounting and finance professional with 10+ years of full-cycle accounting, financial reporting, and financial management across agriculture, energy, and corporate sectors. Proven ability to manage bookkeeping, prepare financial statements, lead audits, oversee payroll, and maintain compliance across multiple entities simultaneously. Highly detail-oriented, reliable, and comfortable owning the full finance function independently or as part of a team.

EMPLOYMENT HISTORY

Financial Controller & IT Manager

Nov 2014 – Jun 2023

Belize Sustainable Agriculture Ltd.

- Managed full-cycle accounting across multiple company entities — including accounts payable, accounts receivable, bank reconciliations, payroll processing, and general ledger maintenance.
- Prepared monthly, quarterly, and annual financial statements including income statements, balance sheets, and cash flow statements for management and external reporting.
- Led internal and external audit preparation — compiled supporting documentation, liaised with auditors, and ensured compliance with accounting standards and statutory requirements.
- Owned annual budgeting and multi-year forecasting processes; conducted variance analysis against actuals and reported findings to senior leadership to support capital allocation and planning decisions.
- Managed full ERP migration from QuickBooks to Microsoft Dynamics 365 — including requirements gathering, data migration, testing, and staff training post-go-live.
- Designed and maintained internal HR, payroll, and asset tracking databases, improving record accuracy and reducing manual processing across departments.
- Progressed through increasing responsibility: Finance Associate (2014) → Finance Administrator (2016) → Financial Controller (2018).

Accountant

Jan – Dec 2018

W Group Companies

- Prepared consolidated financial statements for multiple entities under the W Group umbrella.
- Managed day-to-day bookkeeping and provided structured financial analysis and reporting to ownership to support sound business decisions.

Accountant

Aug – Dec 2017

Commodities Services & Energy Limited

- Managed full bookkeeping and financial operations for the business.
- Prepared financial statements and provided strategic financial advice to ownership on cost management and business decisions.

Freelance Accounting & Administration

2009 – Present

Various SMEs — Belize

- Provided bookkeeping, financial statement preparation, and accounting advisory services to small and medium-sized enterprises across multiple sectors.
- Assisted clients with business registrations, tax registrations, and statutory compliance requirements.
- Additional experience in secretarial work, data entry, record management, and administrative support.

Financial Systems & Game Economy Design

Aug 2025 – Present

Pixels / Banger Inc.

- Oversee cost modelling and digital asset economics for a live Web3 gaming platform; conduct data validation and performance reporting prior to system release cycles.
- Maintain internal financial tracking tools and dashboards to monitor operational KPIs and ensure integrity of financial outputs.

TOOLS & SKILLS

Accounting: Full-cycle accounting, bookkeeping, AP/AR, bank reconciliations, payroll, general ledger

Reporting: Financial statements (P&L, balance sheet, cash flow), management reporting, variance analysis

Software: QuickBooks, Microsoft Dynamics 365, Excel (Advanced — modelling, pivot tables, VLOOKUP), Google Sheets

Compliance: Audit preparation, statutory reporting, internal controls, SOP design, record management

Other: Budgeting & forecasting, ERP migration, Microsoft Office Suite, 100 WPM typing

EDUCATION

University of Belize

Associates — Business Science

2010 – 2012

University of Belize

Associates — Computer Science

2009 – 2011

St. Catherine's Academy

Diploma in Business Arts

2005 – 2009