

# Bruna Fischer, BBA (Hons)

## Business Manager/Comptroller



Bruna is responsible for maintaining smooth and efficient office procedures at Watson.

Her experience and education have equipped her to oversee the firm's human resources, accounting, marketing, technology and facilities management operations. She also works closely with senior management to input and deliver against corporate priorities.

Bruna's robust professional background makes her a valuable resource to Watson's team and clients.

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## EDUCATION

*2020, Chartered Professional Accountants of Ontario*  
CPA Designation Candidate

*2017, Algoma University*  
Bachelor of Business Administration (Honours), Accounting & Human Resources Management (Double Major)

*2002, Humber College*  
Business Administration Diploma (Honours)  
Human Resources Management Certificate (Honours)  
Business Studies Certificate (Honours)

## EMPLOYMENT HISTORY

### *Current*

Business Manager/Comptroller, Watson & Associates Economists Ltd.

- Develops intra-office communication protocols, administrative procedures, office staff supervision and task delegation.
- Performs review and analysis of special projects.
- Manages financial objectives by preparing annual corporate budget, planning expenditures, analyzing variances and handling any necessary corrections.



## EMPLOYMENT HISTORY cont'd

*2014-2017*

Office Manager/Controller, Lisgar Construction Company

- Analyzed, monitored and advised on financial information and variances.
- Developed and implemented internal processes for accurate and consistent record keeping.
- Managed enterprise resource planning (ERP) function and maintenance.
- Led direction, coordination and evaluation of the Accounting Departments.

*2010-2014*

Billing Supervisor/Account Administrator, EXP Global Inc. (formerly Trow Associates)

- Planned and led department billing operations, including creation of policies and processes across four main practices.
- Investigated and managed project variances and reporting.
- Assisted with year-end audits and ensured project records were accurate.
- Trained billing administrator and project managers on using the ERP.

*2004-2010*

Office Manager/Bookkeeper, East-West Elevator & Crane Inc.

- Managed account reconciliations, bank transactions, AP, AR, payroll and government/union remittances reports.
- Led internal/external correspondence, health and safety compliance, and assisted in the preparation of contracts.
- Planned and executed employee events, meetings and training programs.

## EXPERTISE

- Corporate financial matters
- Human resource management
- Implementation of office policies and procedures
- Coordination of company-wide process improvement programs