

LISA NOBLE

BOOKKEEPER & ADMINISTRATIVE OPERATIONS ASSISTANT

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PROFESSIONAL SUMMARY

Bookkeeper and administrative operations professional with 15+ years of experience managing financial records and day-to-day operations for sole proprietorships, small corporations, and small-business clients. Skilled in accurate bookkeeping, sales-tax recordkeeping, financial reporting, client support, research, scheduling, documentation, and process improvement. Former web and software developer who brings exceptional systems thinking, troubleshooting, and automation skills to back-office work. Seeking a long-term, part-time role supporting a growing small business.

CORE COMPETENCIES

- Small-business bookkeeping and tax-ready records
- Account reconciliation and transaction review
- Income, expense, receipt, and payment tracking
- GST/HST and sales-tax recordkeeping and reporting
- Financial reports and owner-friendly summaries
- E-commerce and back-office systems administration
- Administrative support, scheduling, and research
- Data entry, document control, and quality assurance
- Client communication and service coordination
- Process documentation and standard operating procedures
- Workflow improvement and repetitive-task automation

PROFESSIONAL EXPERIENCE

Nerdy Chic Digital Products | Toronto, ON / Remote

2025–Present

Founder, Bookkeeper & Product Developer

- Provide full-year bookkeeping support for small-business clients, maintaining organized financial records and preparing clear reports that help owners understand business performance and prepare for tax filing.
- Designed and built a bookkeeping system for Canadian small businesses to simplify income and expense tracking, GST/HST preparation, and organization of common business deductions.
- Manage client communication, service delivery, business administration, documentation, and quality control.
- Create step-by-step guides and video walkthroughs that turn bookkeeping tasks into clear, repeatable processes.

Nerdy Chic Web | Remote

2022–2026

Owner & Lead Developer | Business Systems and Client Operations

- Partnered with independent business owners to identify operational problems and implement practical solutions for WordPress, WooCommerce, and other e-commerce systems.
- Managed client onboarding, requirements gathering, project schedules, communications, records, and technical documentation.
- Diagnosed and resolved software and integration issues while minimizing disruption to sales and daily operations.
- Built backend workflows and automations that reduced repetitive work and improved data consistency.

Simpson Media Inc. | British Columbia

2014–2024

Co-owner & Chief Technology Officer | Finance and Operations

- Managed daily operations for a portfolio of more than 200 affiliate marketing websites, balancing high-volume recurring work with accuracy requirements of affiliate partners.
- Maintained complete bookkeeping and supporting financial records required for corporate tax returns and directors' personal tax filings.
- Organized revenue and expense documentation across multiple websites and business relationships, keeping records current and audit-ready.
- Developed repeatable systems for reporting, partner management, content operations, and website maintenance.
- Conducted partner outreach and set up new affiliate relationships while maintaining accurate administrative records.

PROFESSIONAL EXPERIENCE (CONTINUED)

Nerdy Chic VA Services | Remote 2022–2023
Virtual Assistant | Bookkeeping and Administrative Support

- Supported daily backend operations for independent e-commerce businesses using Shopify, WooCommerce, and Etsy.
- Maintained bookkeeping records and handled complex California sales-tax reporting.
- Completed business research, coordinated outreach, updated product information, and handled varied administrative requests based on each owner’s priorities.
- Prepared and scheduled customer email campaigns and maintained organized client systems and documentation.

Luxe Studies | Nanaimo, BC 2015–2020
Owner, Manager & Head Instructor

- Directed all day-to-day administration for a community-based dance business, including scheduling, enrollment, event coordination, customer communication, and staff support.
- Oversaw bookkeeping and financial recordkeeping with close attention to accuracy and deadlines.
- Built dependable procedures for registrations, calendars, communications, and recurring operational tasks.
- Developed long-term client relationships and responded to questions and changing needs in a service-oriented environment.

Adnet Communications | Vancouver, BC 2011–2014
Content Specialist

- Formatted and published time-sensitive regulatory news releases for publicly traded mining companies.
- Maintained exceptional data accuracy and strict confidentiality under tight deadlines, where small errors or premature disclosure could create compliance and financial risk.
- Created precisely formatted email versions of releases for subscriber and shareholder distribution.
- Performed detailed quality checks before publication and coordinated with team members to meet release deadlines.

ADDITIONAL ADMINISTRATIVE SUPPORT

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| • Calendar, appointment, travel, and service booking | • E-commerce product and back-office maintenance |
| • Business research and vendor or service comparisons | • Short- and long-form video editing |
| • Email, file, and document organization | • Process documentation, training guides, and SOPs |
| • Spreadsheet maintenance, data cleanup, and data entry | • Confidential records and deadline tracking |

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

QuickBooks Online Certification / ProAdvisor training: In progress
Sage University certification: Planned
Ongoing development: AI-assisted internal workflow automation, bookkeeping systems, process design, and documentation

EDUCATION

Bachelor of Arts, Japanese Language - University of British Columbia, 2003–2007
Independent Studies, Object-Oriented Programming - British Columbia Institute of Technology, 2008–2009

TECHNOLOGY & LANGUAGES

QuickBooks Online (training in progress), Sage (certification planned), Microsoft Excel, Google Sheets, Microsoft Office, Google Workspace, WordPress, WooCommerce, Shopify, Etsy, email automation platforms, e-commerce integrations, custom databases and backend systems, AI-assisted internal workflow automation.
Languages: English (native), Spanish (B2), Japanese (basic/conversational)