

# Tax Preparer Resume Sample 1

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## **Jonathan Silverberry**

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## **A. Summary**

I am a college senior pursuing my degree in accounting. Over the course of my studies, my high GPA and involvement in extracurricular activities demonstrate my enthusiasm for the field of accounting. Above all, I love working with numbers — and I especially love helping people solve their numbers-related problems. I am looking for a place where I can gain some experience as a tax preparer. If hired, I can provide you with an accurate tax report that will keep you in great standing with the IRA.

## **B. Working Experience**

**August/2016 - December/2018 — Northern Mountain University, Oak Ridge, Oregon**

### **Responsibilities:**

- Intern and accountant in the school finance office
- Learned about domestic, foreign, business and corporate tax preparation
- Prepared and updated sensitive financial documents for the university at large
- Conducted interviews with financial leaders throughout the university and the state of Oregon

### **Achievements:**

- Promoted from unpaid to *paid* intern in only one semester
- Completed internship for college credit
- Grew into a leadership role to guide other interns in their learning of the job

**January/2014 - December/2018 — American Star Insurance, Portersburg, Oregon**

### **Responsibilities:**

- Assisted in the development of personalized insurance plans for families and individuals
- Filed claims for auto, home, and medical insurance
- Maintained relations with the firm's clientele and provided excellent customer service

### **Achievements:**

- Earned the status of “top monthly seller” on various occasions
- Earned raises or promotions on a bi-annual basis
- Helped train new employees to learn the basics of the job
- Helped hire for new positions as needed throughout the office

### **March/2012 - August/2014 — Home Retail Stores, Portersburg, Oregon**

#### **Responsibilities:**

- Provided customer service over the phone and at the cash register
- Assisted other departments when they were understaffed
- Kept an eye on the store’s sales and financial goals

#### **Achievements:**

- Earned raises and promotions on a yearly basis
- Achieved the status of shift leader
- Helped new employees grow into their respective roles

## **C. Education and Academic Training**

Northern Mountain University, Bachelor of Science in Finance and Accountancy, August 2014 - May 2018 (GPA: 4.0 — *Summa Cum Laude*)

## **D. Job Related Skills**

- Excellent arithmetic ability
- Understanding of IRA compliance and regulations
- On my way to certified public accountancy
- Experience with financial analysis and forecasting

## **E. General Skills**

- Great customer service skills
- Skilled in phone and email support
- Ability to research applicable tax information