**Tax Preparer Resume Sample 2**

**Jessica Tang**
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**A. Summary**

I am an experienced tax professional with a great understanding of domestic, foreign, business, and income tax preparation. After acquiring my bachelor’s degree in accountancy, I moved to the finance sector and acquired my masters in business administration. My ability to prepare taxes has been forged from years of experience, and I can handle the needs of small and large businesses alike. I amn on the search for a workplace where I can develop my skills and grow as a professional.

**B. Working Experience**

**June/2014 - May/2018 — Coldwater Bank and Affiliates, Pretoria, Illinois**

**Responsibilities:**

* Account executive for the firm’s largest clients
* Provided in-depth financial plans and analysis for businesses of all sizes
* Prepared tax reports for businesses of all sizes

**Achievements:**

* Received an incredible amount of positive feedback from accounts large and small
* Developed my career with bi-annual raises and promotions
* Worked my way into a management position

**January/2010 - August/2014 — Bryer & Stillson Internal Auditing, Wikausha, Wisconsin**

**Responsibilities:**

* Developed financial audit and tax reports for some of the largest companies in southern Wisconsin
* Led financial presentations to discuss weekly and monthly forecasting
* Developed new strategies for trading and investing

**Achievements:**

* Took on many new responsibilities throughout my time with the company
* Gained several leadership roles for training new employees and overseeing large projects
* Built personal relationships with our most important clients

**August/2005 - May/2009 — Northeastern Iowa University, River City, Iowa**

**Responsibilities:**

* Intern in the university’s finance department
* Held mock interviews that simulate the day-to-day of the real financial sector
* Sat in on financial meetings and voiced opinions about forecasting and analysis
* Hands-on learning about tax preparation of all kinds

**Achievements:**

* Successfully graduated from the difficult program — low completion rate among interns
* Received praise from faculty and co-workers
* Forged new roles for the future interns after my graduation from the program
* Developed into a veritable tax preparer

**C. Education and Academic Training**

Thomas Jefferson University Chicago, Master of Science in Finance and Accountancy, August 2015 - May 2017 (GPA: 4.0 — *Summa Cum Laude*)
Northeastern Iowa University, Bachelor of Science in Accountancy, August 2005 - May 2009 (GPA: 3.9 — *Magna Cum Laude*)

**D. Job Related Skills**

* Foreign and domestic tax preparation
* Business and corporate tax preparation
* Financial consulting, analysis, and forecasting
* Trading, investing, and portfolio development

**E. General Skills**

* Customer service skills
* Knowledge of Windows and Mac operating systems
* Knowledge of QuickBooks and other industry software