Tax Preparer Resume Sample 2

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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