

# Jessica Claire

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

## PROFESSIONAL PROFILE

To obtain a tax accountant position that offers me the opportunity to actively apply the knowledge and skills developed during my 9-year career in an international company.

## QUALIFICATIONS

Microsoft Word, Outlook, OneSource, OneNote, CorpTax, Oracle, PeopleSoft, CCH, BNA Excel - Pivot Tables, VLookup

## RELEVANT EXPERIENCE

### EXPERIENCE

**Consultant**, 07/2015 - 09/2015

**Allstate** – El Dorado Hills, CA

- Projections and Forecastings Analysis Foreign Source Income Sec 904 Foreign Tax Credit 6166 and W-8BEN Transfer Pricing Assist with the preparation of Forms 5471 and 8858s.
- Prepare and ensure accuracy and timeliness of multi-state tax returns for corporations including supporting information and schedules Gather data required to determine taxable income apportionment between the various states Assist in the improvement of procedures within the tax department in order to improve overall efficiency and accuracy.
- Assist in tax related projects.

**Senior Tax Accountant**, 03/2010 - 01/2015

**Fox Corporation** – Milwaukee, WI

- Reviewed the U.S.
- foreign tax credit and related calculations under Sec.
- 901, including foreign tax receipts, computing foreign source income under Sec.
- 904, tracking tax carry forwards and overall foreign loss Reviewed separate and consolidated foreign tax credit for U.S.
- income tax return (Form 1118), including sourcing of income and allocation and apportionment of expenses Reviewed separate and consolidated U.S Form 5471 and Form 8858 returns including analysis of accounts, book re-classes and earnings and profits adjustments related to over 70 foreign entities Part of a joint task force with transfer pricing experts that revised the company's cost sharing calculation process including revision of the cost sharing cost pools, documentation, processes and key controls that led to \$20M savings to the company and improved efficiency Reviewed quarterly buy-in and cost share calculations including true up adjustments, variance analysis and ensured proper documentation Provided key support functions in the implementation of OneNote in a paperless initiative which resulted in 80% cost savings, process consistency and eased integration with other business applications Facilitated the effort to develop, update and document processes and procedures which led to standardized and uniform work papers, time savings and improved efficiency Monitored, tracked and served as point of contact for Form 6166 U.S.
- Residency Certificate and Form W-8BEN to minimize worldwide taxes imposed on the operations of the company and its foreign subsidiaries leading to increased efficiency and time savings.

**Tax Assistant**, 08/2005 - 02/2010

**Spectrum Brands** – Queens, NY

- Prepared the foreign tax credit calculation including sourcing income and deductions Prepared and assisted with corporate tax returns and projects including U.S.
- federal, Forms 1118, 5471, 8858, dual consolidated loss, U.S.
- federal estimated income tax payments and extensions Led efforts to prepare, maintain and improve documentation to support reporting functions performed by the 1118 tax compliance group Developed a tracking system for the maintenance of the Form 6166 which eliminated multiple requests to the IRS and ensured that residency documentation were received timely Prepared Form 5713, international boycott for all affected legal entities and drafted documentation that is used as a training tool for that process Reviewed book/tax difference for the proforma U.S.
- federal return Form 1120 for U.S.
- entities with foreign operations.

**AR/AP General Cashier**, 03/2004 - 05/2005

**Ritz Carlton** – City, STATE

- Received checks, made deposits and posted them to corresponding invoices.
- Prepared credit and debit memos necessary to adjust customer accounts receivable Paid invoices by verifying transaction information, scheduling and preparing disbursements and obtaining authorization of payment Proven track record in resolving historical accounts receivable issues arising from misapplication, incomplete application or non-application of customer payments Verified general ledger accuracy and prepared monthly accruals and analyzed trial balances Audited cash revenues for all areas of hotel operation, balanced daily cash transactions and ordered daily supply of cash.

## EDUCATION

**M.B.A:** Finance, May 2005

**Webster University** - St. Louis, MO

Finance

**Bachelor of Science:** Mathematics, 2001

**Webster University** - St. Louis, MO

Mathematics

**Bachelor of Arts:** Journalism, 2001

**Webster University** - St. Louis, MO

Journalism

## AFFILIATIONS

## SKILLS

accounts receivable, accruals, book, Credit, debit, documentation, Forms, general ledger, legal, Excel, Outlook, Microsoft Word, Oracle, PeopleSoft, Pivot Tables, Pricing, processes, reporting, scheduling, tax compliance, Tax, taxes, tax returns, variance analysis