

# JESSICA CLAIRE

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## Professional Summary

Hardworking and passionate job seeker with strong organizational skills .

Reliable employee . Offering excellent communication and good judgment.

Enthusiastic to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of TASK and training in skills.

I am an administrator and accountant graduated university with many years of experience country of origin, Venezuela. I have lived in this country for 6 years, in the City of Katy, Texas.

I have taken different Tax courses, with different companies.

I currently have an active Ptin and ASFP approved, in addition to several courses related to Accounting and Taxes.

I am scheduled to take the exams next year to become an Enrolled Agent.

I have a life insurance license from the state of Texas.

I am a notary certified by the state of Texas.

## Skills

- Flexible and Adaptable
- Flexible & Adaptable
- Collaboration
- Conflict Resolution
- Decision Making
- Leadership
- Organization and Time Management

## Work History

**Accountant**, 02/2020 to Current

Banner Health – Chandler, AZ

- Prepared and filed tax forms to meet needs of customers
  - Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
  - Carried out day-day duties accurately and efficiently.
  - Demonstrated respect, friendliness and willingness to help wherever needed.
  - Worked flexible hours; night, weekend, and holiday shifts.
  - Manage more than 50% of customer calls.
- 100% follow-up and resolution of problems.
- High level of customer satisfaction
- Gathered data on taxable income, deductibles and allowances for tax preparation
  - Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions

**Tax Preparer/customer Service**, 01/2018 to 05/2019

Americas Tax LLC – City, STATE

- Management and control of all the steps to efficiently carry out a tax return.
- Preparation of more than 60% of the personal statements the office.
- Comprehensive attention to the public in all their questions or needs, in person or by phone.
- Delivered comprehensive tax documentation required for accurate individual and corporate returns
- Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement
- Offered clients recommendations to reduce tax liabilities
- Conducted reviews of internal tax documentation, reducing errors related to missed tax benefits
- Reviewed available data and compared against tax code to determine exemptions, deductions and potential liabilities
- Prepared tax returns, extensions, tax planning calculations and write-ups for organizations and entities
- Interviewed clients to collect information and gather necessary paperwork prior to preparing tax returns
- Maintained complete records of client tax returns and supporting documentation in secured areas

**Accountant and Administrator**, 01/2006 to 02/2015

BANK BANESCO VENEZUELA – City, STATE

- Managed the growth or expansion of the administration and accounting management in 3 years.
- Implement standards and procedures to provide quick and high-quality responses.
- I had under their responsibility three managers of the company.
- Managed month-end prepaid expenses, accrued expenses and other tasks to close books.
- Assisted with preparation of external audits for companies' internal use and federal or other agency requirements.
- Reviewed and verified accuracy of account balances and classifications.
- Took swift action on accounting issues and system discrepancies.
- Prepared working papers, reports and supporting documentation for audit findings.
- Trained new employees on accounting principles and company procedures.
- Created budgets and forecasts for management group to meet regular accounting deadlines
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues
- Used advanced software to prepare documents, reports and presentations

## Education

**Bachelor of Science: ADMINISTRADOR CONTABLE** , 03/1997

Universidad Catolica Andres Bello - Venezuela

**Associate of Science: TECNICO SUPERIOR EN CONTABILIDAD** , 1996

INSTITUTO TECNICO UNIVERSITARIO - CARACAS-VENEZUELA

**Associate of Science: TECNICO EN CONTABILIDAD** , 08/1988

CENTRO CONTABLE VENEZOLANO - CARACAS- VENEZUELA

## Certifications

Bachelor of Administration, 23 years of experience

insurance administration manager, 12 years of experience

- accountant, 19 years of experience

## Languages

Spanish:

Negotiated: