

# PAYTON GAMS

Provo, Utah || (801) 309-3136 || payton.gams7@gmail.com

Action oriented worker who enjoys new challenges. Seeking accounting related experience and an opportunity to get a head start in learning audit.

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## Education

Bachelor of Science in Accounting  
Utah Valley University Orem, Utah  
GPA 3.85

Expected Graduation April 2026  
Certificate of Proficiency in Accounting 2025

## Relevant Course Work

- Intermediate accounting I & II
  - Individual Taxation
  - Written Business Communication
  - Data Analytics in Business & Accounting
  - Business Calculus
  - Accounting for small businesses
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## Experience

<b>TaxHawk, Customer Support</b>	Jan 2025 – Present
<ul style="list-style-type: none"><li>• Constantly improving knowledge of tax forms</li><li>• Resolve 15+ issues in 4-hour shift period</li><li>• Frequently working with high stress customers</li></ul>	
<b>Free-Lance Maintenance</b>	May 2025 – Sep 2025
<ul style="list-style-type: none"><li>• Showed responsibility in managing 2-3 weeklong project timelines</li><li>• Communicated schedule changes and project details with clients</li><li>• Kept track of hundreds of hours for tax reporting purposes</li></ul>	
<b>Overnight Caregiver</b>	Jan 2023 – Jan 2025
<ul style="list-style-type: none"><li>• Completed physical tasks despite extreme exhaustion</li><li>• Displayed mental toughness in moments of correction</li><li>• Consistently communicated in one-on-one situations</li></ul>	

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## Volunteer Experience

<b>20-month service as president of a men's organization</b>	<b>December 2022- August 2024</b>
<ul style="list-style-type: none"><li>• Organized fellowship efforts for 60 men to serve our 200+ members in the local congregation</li><li>• Presided over weekly meetings, coordinated four different committees, appointed and trained committee members, compiled monthly statistical reports</li></ul>	

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## Skills

- Microsoft Excel Certified
- Power Query
- Power BI
- Bookkeeping Certified
- QuickBooks Certified