

James Kyu

Nanuet, NY 10954 | (951) 642-9635 | jamkyu@pm.me

Education

BACHELOR OF SCIENCE | AUGUST 31st, 2020 | CALIFORNIA BAPTIST UNIVERSITY

- Accounting: Magna Cum Laude

ASSOCIATE OF SCIENCE | JUNE 7TH, 2018 | NORCO COLLEGE

- Business Administration: Accounting Concentration with Distinction

HIGH SCHOOL DIPLOMA | JUNE 7TH, 2016 | RIVER SPRINGS CHARTER SCHOOL

Credentials

ENROLLED AGENT | AUGUST 25TH, 2020

Experience

KBTC INC. | JUNE 2016 - 2018

- Data Entry

INTUIT | JANUARY 2019 – MAY 2020

- Seasonal Tax Associate

INTUIT | JANUARY 2021 – AUGUST 2021

- Seasonal Tax Expert

INTUIT | DECEMBER 2021 – MAY 2022

- Seasonal Tax Expert Lead

Technical Skills:

COMPUTER PROFICIENCY

- Fast and Efficient Typing (80+ WPM)
- Clear and Precise Written Communication
- Proficient with Word, Excel, PowerPoint
- Proficient with TurboTax, Quickbooks, ProConnect, & ProSeries
- Proficient with Salesforce, Amazon Connect
- Working Knowledge of Circular 230
- Dedicated Internet Connection
- Data Analysis

Soft Skills:

- Excellent Verbal and Written Communication

- Deep Customer Empathy & Decision Making Skills that Demonstrate Customer Obsession
- High Attention to Detail
- Able to Collaborate Effectively Across Business Units and Organization
- Strong Teamwork Skills
- Able to Adapt to a Variety of Situations
- Passion for Solving Problems (Large & Small)
- Ability to Leverage Support when Necessary
- Strong Analytical Skills
- Able to Work Under Pressure
- Self-Aware with a Strong Desire to Learn and Improve
- Strong Research Skills
- Multitasking

Achievements:

CERTIFICATE OF ACHIEVEMENT | JUNE 7TH, 2018 | NORCO COLLEGE

- Business Administration: Accounting Concentration