

Colby Burns

<https://www.linkedin.com/pub/colby-burns/80/a46/247>

Roswell, GA

770-402-3673
colby.burns93@gmail.com

EDUCATION

Kennesaw State University Kennesaw, GA
Bachelor of Business Administration in Accounting
150+ credit hours

May 2018

RELEVANT COURSEWORK

Internal Auditing	Accounting Information System	Financial Accounting
Auditing and Assurance	Auditing and assurance	Managerial Accounting

WORK EXPERIENCE

Proliant Atlanta, GA 1/18-4/20

Tax Accountant 5/18-4/20

- Prepare and file state and federal payroll tax returns/ amended returns, for quarter/ year end
- Reconcile data between MasterTax and ReadyPay, identify variances, and determine corrective action and preventive solutions
- Verify tax rates and IDs are being updated
- Resolve any payroll Tax notices through research and correspondence with taxing authorities
- Create and file W-2C's with the social security administration

Tax Accountant Intern 1/18-5/18

- Creating W2 Corrections
- Monitor Missing Tax IDs
- File POA requests and POA Revocations

Peace Love and Pizza Woodstock, GA 10/13-Present

Assistant Manager 3/17-Present

- Input invoices and count numerous items for inventory
- Assisted with recruitment as well as supervised and trained new and veteran employees

Shift Manager 5/15-3/17

- Managed financial transactions \$1000+ daily and balanced drawer

Cook 4/14-5/15

- Assisted 15+ team members to ensure efficient service for 80+ customers on a daily basis

Driver 10/13-4/14

- Provided exceptional customer service in a fast-paced restaurant

HONORS, LEADERSHIP & VOLUNTEER EXPERIENCE

Dean's List
Eagle Scout
Marching Band
PGA Golf Tour
German Honor Society

SKILLS

Proficient in Microsoft Office: Word, Excel (Vlookup, pivot tables etc.), PowerPoint; QuickBooks, ACL

FOREIGN LANGUAGE

Basic Skills in German