

STEPHEN **McMILLEN**

760.851.9267 | stephengmcmillen@gmail.com | **San Antonio, TX**

Motivated professional with a robust background in accounting, project coordination, and software development seeking to leverage analytical skills, attention to detail, creativity, and technical expertise in a wide array of roles. Aiming to contribute to a team by applying a unique blend of creativity, quantitative analysis, and innovative problem-solving skills to support successful project completion within a team of motivated and capable individuals.

PROFESSIONAL EXPERIENCE

Nirvana Systems Inc., Austin, Texas

Accountant / Bookkeeper, April 2020 – Present

- Author and maintained technical procedure documents of all bookkeeping and accounting tasks for reference and training purposes.
- Oversee financial data for 1 corporation and 5 related LLC's, including accounts payable and receivable, payroll, and daily financial entries and reconciliations.
- Prepare Monthly financial reporting, sales and use tax general ledger entries, and record payments and adjustments.

Champion Income Tax, Palm Desert, California

Accountant & Office Manager, May 2013 - August 2019

- Fostered an average 15% annual growth in client base by restructuring marketing & client acquisition methods.
- Grew a small tax practice into the highest rated tax practice in the Coachella Valley of Southern California.
- Oversaw operations, resulting in an average of \$165K in annual revenue.
- Managed bookkeeping and payroll for 3 businesses and personally prepared 70-90 tax returns annually.
- Coordinated office operations and tax return preparation for over 400 clients.
- Maintained and updated company website.

Barton CPA, Palm Springs, California

Staff Accountant, Administrator & Executive Assistant, March 2016 – 2018

- Prepared monthly financial reports for 5 businesses and 2 individuals.
- Appointed member of the "The Green Team," specializing in financial reporting and tax preparation of cannabis-based businesses.
- Wrote, produced, and edited company video entry for QuickBooks 2016 Firm of the Future contest, and selected as one of the top ten videos out of over 400 entries.

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EDUCATION

Austin Community College

BAS in Software Development (In Progress), December 2023 – Present

University of Texas at Austin

Full Stack Coding Bootcamp, August 2019 - November 2019

College of the Desert

Associate of Arts, August 2009 - May 2012

SKILLS

- **Office Software:** Microsoft Suite (Advanced Excel)
- **Accounting Software:** Quickbooks Enterprise, Pro, and Online
- **Sales & CRM Software:** Shopify, Briaintree, HubSpot, MailChimp