

Tax Preparer Tax Preparer Tax Preparer Chico, CA Work Experience Tax Preparer H&R Block - Arcata, CA January 2019 to May 2019 Interview clients and prepared 2018 tax returns using H&R Block software Educated Clients on IRS Tax Code issues Checked all returns for accuracy and completeness Associate of Science, Business Administration Humboldt State University 2018 to December 2018 GPA: 3.26 Associate of Science, Business Administration December 2016 Butte College Related Coursework: Intermediate Financial Accounting I Intermediate Financial Accounting II Governmental Non-Profit Accounting Ethics Cost Accounting, Planning & Control Tax Accounting Financial Statement Auditing Principles of Finance Accounting Experience Lead Carpet Cleaning Assistant Humboldt State University - Arcata, CA May 2017 to August 2018 Volunteer Tax Preparer VITA Tax Program - Arcata, CA January 2018 to April 2018 Interviewed clients and prepared 2017 tax returns using TaxSlayer Pro system Educated Clients on IRS Tax Code issues Checked all returns for accuracy and completeness Assistant Database Administrator Intern Butte Humane Society - Chico, CA August 2016 to December 2016 Assisted in maintaining and updating database using Salsa CRM system Collected and issued receipts for donations given by benefactors Assisted in daily bank deposits Flow Team Member Target Corporation - Chico, CA November 2014 to December 2016 Sales Associate Cutlery Works - Chico, CA November 2012 to December 2014 Interfaced with vendor to order and pay for retail goods Prepared time cards and coordinated with external accountant for purposes of payroll Prepared daily opening and closing reports for review by owner Converted manual inventory process to a QuickBooks driven digital POS system Maintained both manual and digital inventory systems Business Related Experience Cabin Counselor Camp Zanika Summer Camp - Leavenworth, WA June 2012 to August 2012 Education Bachelor's in Accounting Humboldt State University - Arcata, CA January 2017 to December 2018 Skills TIME MANAGEMENT (10+ years), QUICKBOOKS (2 years), EXCEL (10+ years), MICROSOFT OFFICE (10+ years), Microsoft Word (10+ years), accounting (7 years), Data Analysis (9 years), Payroll (1 year), Customer Service (6 years), Bookkeeping, Outlook, Accounts Payable, Microsoft Excel, Budgeting Certifications/Licenses Tax Preparer Certificate January 2019 to October 2019 CTEC Certification allows me to prepare

individual and small business tax returns in the state of California.

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