

Alexander L. Brandon

585 Westwood Dr · Kannapolis, NC 28081

alexlbrandon@gmail.com · (704)699-1667

Educational Experience

Appalachian State University: Bachelor of Accountancy

August 2011-August 2016

Licensed NC Real Estate Broker

Work Experience

Account Manager at Custom Golf Car Supply- Salisbury, NC

April 2018- Current

- Revamped sales by contacting customers who had gone cold and addressing their needs and complaints
- Attended to needs and concerns of customers via effective and timely communication
- Cultivated sales growth through the introduction of new dealers from customers I previously worked with
- Suggested a well-received campaign of sending samples to dealers to help market our product at the storefront

Freelance Income Tax Preparation/Bookkeeping

October 2017- April 2018

- Maintained a small book of business
- Consolidated bookkeeping records for a few small businesses
- Prospected small businesses who were likely to need my services
- Prepared income tax returns for individuals with low incomes

Staff Accountant at Gerald O. Dry, PA- Concord, NC

January 2017- October 2017

- Led over 250 tax appointments with individual clients
- Prepared tax returns, financial statements, and annual reports for corporate and individual clients
- Prepared quarterly payroll/tax reports
- Maintained bookkeeping records
- Instructed interns regarding how to use various software programs and how to prepare returns

Team Sports Sales Associate at Dick's Sporting Goods- Concord, NC

May 2013- July 2014

- Trained two new associates during their first day of work
- Maintenance of security devices for merchandise
- Pitched our high priced merchandise to serious athletes tailored to their needs
- Organized and labeled merchandise storewide

Exterminator at Piedmont Pest Management- Concord, NC

May 2014- January 2017

- Underwent training in the handling of pest control chemicals
- Provided safe and sterile living environments for the families two hundred and eleven clients
- Supervised three new employees during their first five services.
- Increased business by pitching our services to the curious neighbors of customers

Software System Experience

ProSeries, PenSoft, SuperForms, Quickbooks

DBA, Microsoft Office Programs

Personal:

Avid swimmer: Non-Smoker: Recreational Basketball

Competitive Billfish Tournament Fisherman