
BENJAMIN D. VALENTINE

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PROFESSIONAL SUMMARY

Innovative accounting professional proficient in fundamental accounting principals. Highly analytical, deadline-driven person who completes activities with accuracy and speed.

SKILLS

- | | |
|---------------------------------|-----------------------|
| • Expert in Excel | • Fast Learner |
| • Bookkeeping | • Attention to Detail |
| • Federal/State tax preparation | • Highly Dependable |
| • Tax accounting | • Social |
| • Customer relations | • Hard Worker |

WORK HISTORY

Accountant, 12/2010 to Current

Valentine CPA – Layton, UT

- Performed journal entries and helped in the data entry of various of the companies bookkeeping clients.
- Prepared and helped manage hundreds of individual tax returns.
- Prepared business tax returns.
- Helped in the expansion and marketing of the company.
- Compiled financial reports

Owner, Manager, 10/2014 to Current

Noble Romans – Layton, UT

Managed operations and marketing of the Noble Romans in Layton Utah.

EDUCATION

Bachelor of Science: Accounting, 2013

BYU-Idaho - Rexburg, ID