

BRANDON HUFFMAN

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SKILLS & ABILITIES

Web Development
ECMAScript 6
Bootstrap 4
CSS 3

Object Oriented Programming
MySQL 5.7
PHP 7.2
Angular 6

Detail Oriented
Analytical
Team Player
Critical Thinker

EXPERIENCE

BOOKKEEPER

ATKINSON CPA'S MAY 2018 – NOVEMBER 2018 | DUKE CITY AQUATICS SEPTEMBER 2014 – MAY 2018 | MCKINNEY & ASSOCIATE CPAS DECEMBER 2014 – APRIL 2015

Acquired supporting documentation, classified business transactions, entered transactions into accounting software, addressed inconsistencies, reconciled client accounts, generated financial reports, processed payroll, and made tax payments.

Organized over 5 years of backdated financial records for Duke City Aquatics and brought them up to date for corporate tax filing. I also founded and maintained Duke's Charitable Foundation, a 501 (c)(3) dedicated to raising thousands in funds for their athletes travel, competitions and equipment.

Executed general administrative functions for McKinney CPA's including answering phones, organizing files, mailing returns, scheduling meetings and handling client payments.

SWIM COACH

FISH FACTORY SWIM SCHOOL JUNE 2015 – MAY 2018 | DUKE CITY AQUATICS AUGUST 2009 – AUGUST 2014 | TANOAN SWIM CLUB APRIL 2014 – AUGUST 2014 | WEST MESA PIRANHAS MAY 2010 – APRIL 2013 | LA CUEVA HIGH SCHOOL AUGUST 2012 – AUGUST 2014

Teach children and adults fundamental and advanced swimming and Water Polo skills while ensuring a fun and safe learning environment.

As the Head Coach of the West Mesa Piranhas, Tanoan's 12 & Under group, and Duke City Aquatic's Age Group I coordinated and organized team events, tournaments, fundraisers, meetings, travel trips, volunteers, workout strategies, and staff.

Lead the WM Piranhas from 12th place to 4th place champions after one season by implementing effective training and competition strategies, quintupling it's size, and organizing it into a community of motivated athletes and parents.

EDUCATION & CERTIFICATIONS

DEEP DIVE FULL STACK WEB DEVELOPMENT BOOT CAMP,

Created mobile-first websites using various frameworks, programs and languages.

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS,

Passed all exams for Certified Bookkeeper Licensure pending required experience.

CENTRAL NEW MEXICO COMMUNITY COLLEGE, ACCOUNTING DEPARTMENT

Certified Public Accounting Preparation Program Certificate of Completion in December of 2017. **GPA: 3.91**

NATIONAL ASSOCIATION OF PROFESSIONAL TAX PREPARERS, ANNUAL

FILING SEASON PROGRAM RECORD OF COMPLETION from IRS for the year 2016.

UNIVERSITY OF NEW MEXICO, COLLEGE OF ARTS AND SCIENCES

Double Majored in Economics and Political Science in May of 2014. **GPA: 3.47**

**RECENT
VOLUNTEERING**

CURRENT

Member of the Progressive Coders Network and NM Wolf-PAC.

PAST

Secretary of USA Water Polo's Mountain Zone Board of Directors, Chairman of the Association for New Mexico Water Polo, Member of the Board of Review and the Camp Coordinator for New Mexico Swimming LSC, Assistant Coach of the Cibola High School Swim Team, Captain of the UNM Water Polo Team, and Member of Operation Smile.