
BRANDON HUFFMAN



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<https://github.com/bthuffman>

OBJECTIVE

Web Developer seeking opportunity to bring knowledge of programming, design, and web applications to your company.

SKILLS

Detail Oriented	Organized
Analytical	Critical Thinking
Leadership	Time Management

EXPERIENCE

BOOKKEEPER – ATKINSON CPA'S

SEPTEMBER 2018 – NOVEMBER 2018

Acquired supporting documentation, analyzed financial information, classified business transactions, reconciled client accounts, generated financial reports and processed tax payments.

BOOKKEEPER – SABIO SYSTEMS

MAY 2018 – SEPTEMBER 2018

Carried out various administrative and bookkeeping tasks at Atkinson CPA's including organizing files, entering transactions into accounting software, creating compilation reports for clients, recognizing errors and addressing inconsistencies.

BOOKKEEPER – DUKE CITY AQUATICS

SEPTEMBER 2014 – MAY 2018

Organized over 5 years of backdated financial records and brought them up to date for corporate tax filing using Microsoft Excel and QuickBooks.

Reconcile corporation's accounts, analyze financials, classify transactions, compile documentation, generate reports, and process payroll taxes.

Founded and maintain Duke's Charitable Foundation, a 501 (c)(3) dedicated to raising funds for our athletes travel, competitions and equipment.

TEACHER & CLERK – FISH FACTORY SWIM SCHOOL

JUNE 2015 – MAY 2018

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

Update and send invoices to well over a thousand different clients with specific and unique recurring tuition fee structures and payments.

ACCOUNTING CLERK – MCKINNEY & ASSOCIATE CPAS

DECEMBER 2014 – APRIL 2015

Performed bookkeeping for various clients and businesses including data



PROGRAMMING LANGUAGES

HTML 5	★★★★★
CSS 3	★★★★☆
JavaScript	★★★★☆
MySql 5.7	★★★★☆
PHP 7.2	★★★★☆
Bootstrap 4	★★★★☆
Angular 6	★★★★☆

CERTIFICATIONS

National Association of
Professional Tax Preparers:
2016 IRS Annual Filing Season
Program

American Institute of Professional
Bookkeepers: Passed all exams
and with another year of job
experience would receive
Certified Bookkeeper Licensure

ATTRIBUTIONS

Web Free Icon made by monkik
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the Noun Project

entry, reconciliation of multiple accounts, preparing financial statements and general ledgers.

Executed general administration functions for the firm including answering phones, organizing files, mailing returns, scheduling meetings and handling payments.

ACTIVITIES DIRECTOR & COACH – DUKE CITY AQUATICS

AUGUST 2012 – MAY 2018

Coordinated and organized team events, practices, water polo game strategies, tournaments, fundraisers, meetings, travel trips, volunteers, and staff.

HEAD GUARD & COACH – WEST MESA AQUATIC CENTER AUGUST 2012 – MAY 2018

Organized, trained and certified dozens of lifeguards and swim coaches in Red Cross First Aid and Water Safety.

Designed an advertising and public outreach campaign that quintupled the number of athletes on New Mexico's flagship Aquatic Center's swim team.

Instructed, lead and motivated a swim team of 80 plus athletes to go from 12th place at City Championships one year to 4th place the next.

EDUCATION

UNIVERSITY OF NEW MEXICO

College of Arts and Sciences

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

CENTRAL NEW MEXICO COMMUNITY COLLEGE

Accounting Department

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

