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| Brandon Huffmanbt\_huffman@msn.com(505) 350-4017https://www.linkedin.com/in/brandon-huffman-33686527/  |  | | --- | | 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   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 from [www.flaticon.com](http://www.flaticon.com)  Ratings icons by Guilhem from the Noun Project | | |  | | --- | | ExperienceBookeeper – Atkinson CPA’sSEPTEMBER 2018 – NOVEMBER 2018 *Acquired supporting documentation, analyzed financial information, classified business transactions, reconciled client accounts, generated financial reports and processed tax payments.* BOOKKEEPER – Sabio SystemsMAY 2018 – SEPTERMBER 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 AquaticsSEPTERMBER 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 SchoolJUNE 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 CPAsDECEMBER 2014 – APRIL 2015 *Performed bookkeeping for various clients and businesses including data*  *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 AQUATICSAUGUST 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 CenterAUGUST 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*. | | EducationUniversity of New MexicoCollege of Arts and Sciences *Double Majored in Economics and Political Science in May of 2014.* ***GPA: 3.47*** Central New Mexico Community CollegeAccounting Department *Certified Public Accounting Preparation Program Certificate of Completion in December of 2017.* ***GPA: 3.91*** | |