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| A colorful flower made out of lines  Description automatically generated |  | **Finance Analyst** |
|  | Diana Gafenco **Objective** Multilingual Financial Analyst, fluent in Romanian, English, and Russian with 3+ years of experience in Accounting/Finance Operations providing financial, problem-solving insights and business planning. |
| **Contact**  Schaumburg, IL  313.202.2103  d\_gafenco202@gmail.com  **Education** Harper College, palatine, ilAccounting Associate DegreecredentialsAccounting Assistant Certificate Tax Specialist Certificate **Skills**   * Financial Reporting * Problem-solving insights, business planning * Tax Preparation * Resourceful, organized, hands-on |  | **Experience**FINANCE ANALYSTDQS. INC | 2023 - Present  * Managed financial reports and analysis for business operations. * Implemented cost-saving strategies, reducing expenses by 15%. * Worked closely with HR and payroll teams to optimize processing  TAX SPECIALISTH & R BLOCK | 2023 - 2024  * Assisted clients in tax preparation, ensuring compliance with IRS regulations. * Provided expert advice on tax planning and deductions.  PAYROLL SPECIALISTTOYOTA DEALERSHIP | 2021 - 2023  * Maintained an accurate payroll system with all new employees, terminations, salary adjustments, and tax status. * Trained, developed, and supervised payroll staff to optimal performance and professional growth. |