Adam Dobson

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EXPERIENCE

Analyst   2019 - 2022

Deloitte Australia | Global Mobility Tax – Client Services Team Member | Parramatta, NSW

- This initial entry-level administrative position engrained crucial interpersonal and technical skills within a corporate environment.
- Attending virtual tax briefings (Skype/Zoom meetings) with clients and managers in varying contexts.
- Frequently contacting the Australian Taxation Office (ATO) via phone calls to resolve a wide variety of matters.
- Assisting with the preparation of Australian income tax returns.
- Providing informative materials (emails, booklets, templates and forms) to clients to assist with gaining an understanding of their Australian tax implications.
- Drafting letters and emails for corporate engagements prompting communication across numerous senior employees.
- Extensive use of APS software, Adobe DC Editor, Deloitte Global Advantage software and Microsoft Excel, Word, PowerPoint, Outlook and Teams.
- Working closely with several national partners and senior managers whilst providing professional services to multinational corporations.
- Developed an understanding of Australian taxation policy and used this to analytically contribute to deliverable products such as income tax returns, domestic and shadow payroll calculations, tax briefings and tax equalisation calculations.

Warehouse and Office Assistant   November 2018 - January 2019

Kemet Australia | Kings Park, NSW

- Responding to inbound phone calls and redirecting customers to appropriate departments.
- Assisting with the production, packaging and postage of goods.
- Delivering goods directly to customers and answering client queries.

EDUCATION

Arndell Anglican College | Higher School Certificate Graduate   2018

Coder Academy | Diploma of Information Technology   Ongoing

PROJECTS

Creation and Operation of an Online Retail Business

- Utilizing Shopify to start my own online business and maintain an online storefront.
- Utilizing Facebook, Instagram and TikTok marketing strategies to advertise products online.
- Managing supplier relations, engaging with new clients and handling customer service.

Creation, Launch and Operation of NFT Collection

- Preparation of artwork and using code to randomly generate a collection of 8,888 unique NFT's.
- Use of Solidity to deploy smart contract onto Ethereum blockchain.
- Managing community through Discord and Twitter, as well as marketing project through Twitter.

TECHNICAL SKILLS AND TOOLS

HTML | CSS | Microsoft Office Suite | Adobe DC and Creative Suite | MacOS | Windows | Shopify