

## Grace E. Lee

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CPA with strong interpersonal, technical, and communication skills hungering to make a difference in the world using technology, creativity and innovation through newly gained front-end development skills

### SKILLS

HTML/CSS, Javascript, AngularJS, jQuery, Git

### RELEVANT EXPERIENCE

**The Iron Yard** | Atlanta, GA

Sep 2016 – Dec 2016

*Front-end Engineering Student*

The Iron Yard is a 12-week coding bootcamp specializing in highly focused, immersive training centered on language fluency, object-oriented programming, and project-based learning.

- **The Exchange** – A meet up app bring people together to explore, teach, and learn the bible while building a close network community that talk, help, mentor, and support each other
  - A classmate and I built the back-end of the app using Adonis and the front-end using HTML, CSS, and AngularJS.

**Website:** <https://tiy-gracelee-the-exchange-frontend.surge.sh/#/home>

**Code:** [github.com/eunheh](https://github.com/eunheh)

- **Iron Cooks** - A restaurant page that allows the customer explore the restaurant, its menu and make reservations.
  - A classmate and I built the front-end using HTML, CSS, and jQuery.

**Website:** <http://tiy-gracelee-restaurant.surge.sh>

**Code:** [github.com/eunheh](https://github.com/eunheh)

**RFA Management Co., LLC** | Atlanta, GA

Apr 2013 – Sep 2016

*Tax Manager*

- Developed and managed a transition process from in-house tax return preparation to outside CPA tax return preparation
- Coordinated inflow and outflow exchange of information between the company and outside accounting firms using secure online portals and electronic document storage devices
- Detail reviewed Trial Balance and General Ledger prepared by the Accounting Department
- Calculated extensions and quarterly estimated tax payment amounts and vouchers for corporations, partnerships, trusts, individuals and foundations.

**Windham Brannon, PC** | Atlanta, GA

Oct 2006 – Apr 2013

*In-Charge*

- Reviewed and supervised preparation of multi-state, consolidated corporate, partnership and individual tax returns, including returns for manufacturer with \$112 Million in revenue
- Designated power user of a new workflow management system, trained and assisted colleagues
- Researched accounting standards, policies, requirements, and issues
- Performed annual and quarterly state withholding and estimated payments for multi-state corporations, partnerships and individuals

**EWM, PC** | Atlanta, GA

May 2005 – Oct 2006

*Staff Accountant*

- Analyzed trial balances and financial statements and evaluated for proper presentation
- Examined source documents to detect material misstatements
- Managed fixed assets and depreciation for both book and tax purposes
- Inspected operating design of accounting system of Companies by examining duties of individuals and performing procedures to evaluate accounting modules

### CERTIFICATION

**Certified Public Accountant**

Aug 2011 – Current

Georgia License Number CPA029793

### EDUCATION

**The University of Georgia** | Athens, GA

Aug 2000 – Dec 2004

B.S. in Accounting, Cumulative GPA 3.24/4.00