

Grace E. Lee

Atlanta, Georgia • 404.971.7787 • eunheh@gmail.com • github.com/eunheh

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

- **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

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