

## Andrew Moore

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Passionate, determined, detail oriented professional with eight years of experience in complex tax preparation and tax planning looking to transition into a developer role.

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### **Skills**

- Advanced HTML/CSS3
  - Responsive Design
  - Javascript, React/Redux
  - Strong communication skills.
  - Ability to work and learn independently and always looking for ways to improve.
  - Thrive under a fast paced environment and have the ability to juggle multiple projects.
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### **Personal Projects**

- LyricsMarkov – A site where you enter an artist you enjoy. It fetches the top ten songs for that artist and their lyrics from the Genius API and uses Markov Chains to generate a new, similar sounding song.
  - Star Wars Crawl Generator – Enter text and have it shown in the same vein as the opening crawl for the Star Wars movies.
  - **Personal portfolio – Originally built with HTML / CSS3 and vanilla Javascript. Currently working on a redesign using React.**
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### **Work History**

#### •Jackson Hewitt / Tax Preparer / 2019

- Conducted face to face interviews with clients and helped them understand their tax situation.
- Prepared federal, state, and local tax returns
- Offered clients additional products to increase client retention and satisfaction.

#### •Citimortgage, Inc. / Bankruptcy Specialist / 2014 - 2017

- Monitored a multimillion dollar portfolio of delinquent loans as they progressed through the bankruptcy process.
- Created complex excel reports to ensure compliance and that all filing deadlines were met, increasing compliance rates from 30% to over 80%.
- SME for the team.
- Led project to updating the SOPs, create training documents, and update CBTs

#### •H&R Block / Tax Preparer / 2007 - 2013

- Prepared federal and state returns for clients in all 50 states and living abroad for the highest volume virtual office in the country.
- Answered complex tax questions through Ask a Tax Advisor service.
- Maintained database of client records and documents to ensure compliance and to meet deadlines.