

JESSE KENDALL

123 Elm St • Overland, KS 66203 • Home: 913.555.5555 • Mobile: 913.444.4444 • jkendall@notmail.com

EXPERT TAX PREPARATION

Driven finance professional with demonstrated track record of developing lucrative accounts and maximizing client relationships. Reputed for treating customers with the highest level of respect while providing accurate financial services. Detail oriented with exceptional analytical and interpersonal skills. Fast learner and proactive planner with the proven ability to prioritize assignments, manage multiple tasks simultaneously, and work effectively under pressure. Excellent communication skills, fluent in English and Vietnamese.

TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint, QuickBooks, TaxWise, Account Ability

FINANCIAL EMPLOYMENT

TAX PREPARER, ABC FINANCIAL SERVICES, Overland, KS • 20xx to 20xx

Prepared income taxes for the clients of a multi-financial office that provides tax preparation and payroll services for businesses and individuals. Quickly responded to clients' needs, questions, and concerns; provided excellent customer service. Processed payroll checks and handled payroll for clients. Tracked/monitored company sales tax and utilized various financial software programs. Provided efficient office support and precise tax preparation.

- Accomplished all e-filing goals ahead of schedule.
- Created innovative internal tools and forms to better serve the company and clients.
- Ensured complete client satisfaction through exceptional customer service.

TAX PREPARER, BCD TAX SERVICE, Overland, KS • 20xx to 20xx

Prepared individual and corporate tax returns. Performed consolidated and multi-state corporate returns. Conducted extensive research and planning on tax issues; addressed new tax laws and legislation to ensure tax preparation accuracy. Played an integral role in assisting clients with federal and state issues, including tax return amendments, IRS errors, and installment payment plans. Developed sales and use tax returns, prepared personal tax returns, and determined depreciation of fixed assets for tax purpose reports.

- Resolved complex tax problems for clients and accurately addressed nonfiler, tax return amendment, and client-entitled deductions issues.
- Thoroughly researched tax software and played a key role in selection of new tax software for the company.

EDUCATION

BACHELOR'S DEGREE – MANAGEMENT INFORMATION SYSTEMS (MIS)

XYZ COLLEGE, Overland, KS • 20xx

Coursework:

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| • Principles of Accounting | • Principles of Microeconomics |
| • Principles of Finance | • Principles of Macroeconomics |
| • Management | • Organizational Communication and Behavior |
| • Statistics | • Data Base Management Systems |
| • Discrete Methods | • Managing the Diverse Workforce |
| • Computer Science | • Computer Organization and Architecture |
| • Principles of Marketing | • Management Information Systems |
| • Computer Networks | • Data Structures |