

Nori Shan

(602) 931 - 7121 • Fort Wayne, IN • noshrian@gmail.com

EDUCATION

Indiana University | Bachelor of Science in Economics

Expected July. 2023

- Certificate in Finance through Kelley

Ivy Tech Community College | Associate of Science in Business | Honors

Graduated 2020

- GPA 3.68

WORK EXPERIENCE

HR Block | Fort Wayne, IN

Oct. 2017 – Dec. 2021

Tax Associate

- Prepared annual tax returns for individuals with a wide variety of situations
- Analyzed tax law regulations to find potential deductions and recognize any deficiencies
- Managed clients' files and reports using the relevant software, including BlockWorks and WorkCenter

Key Accomplishments:

- Administered 165 tax reports maintaining 100% accuracy and ensuring maximum client benefit as permitted by law.

Wai's Grocery | Fort Wayne, IN

Aug. 2020 - Present

Supervisor

- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises
- Completed quarterly and monthly sales tax returns
- Monitor business is in compliance with governmental laws and policies

Lutheran Hospital | Fort Wayne, IN

Aug. 2021- Present

Patient Care Technician

- Perform all necessary and requested patient care procedures, including keeping rooms clean and neat, monitoring vital signs, and other fundamental care actions
- Maintain medication, nutrition, and physical fitness regimen for appropriate patients
- Communicate effectively with all audiences including physicians and nurses, in a structured manner

Gordon's Food | Fort Wayne, IN

Oct 2019 - February 2020

Cashier

- Accurately handled cash, credit, or check transactions with customers
- Efficiently counted the money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Assisted customers with questions related to product inquiries

ACTIVITIES

Muslim Student Association | Bloomington, IN

January 2022 – Present

Treasurer

- Control the club's money, its collection, and disbursement
- Collaborate effectively with diverse teams to develop the best solution and motivate organizations to take action
- Prepare financial reports and present to the board members thoroughly

Actuarial Club at IU | Bloomington, IN

September 2021 – Present

812 Consulting | Bloomington, IN

January 2022 – Present

Woodworking Club at IU | Bloomington, IN

August 2022 – Present

VOLUNTEERING EXPERIENCE

Fort Wayne Volunteer Center | Fort Wayne, IN

March 2021 – Present

SKILLS

Microsoft 360 | Excel | R and Rstudio | BlockWorks | QuickBook | Pottery | Bilingual | Analysis