Ronald Lam

CONTACT
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- 🌐 https://ronaldlamdev.github.io/portfolio-remake/

TECHNICAL SKILLS
- HTML, CSS, JavaScript, React.JS, Tailwind CSS, TypeScript, Git, GitHub, Visual Studio Code, API, Node.JS

EDUCATION
Bachelor of Business Administration in Accounting

University of Texas - Graduate 2022

EXPERIENCE

Blackbeard Operating LLC   **June 2022 – Present**
Accounts Payable Clerk
- Process invoices ensuring accurate, efficient, and timely payment (via Open Invoice)
- Verify appropriate coding and approvals to maintain accurate financial controls and data
- Communicate with vendors regarding AP matters in a professional manner
- Provide internal guidance regarding AP processes as requested
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Weaver Assurance, Tax & Advisory Firm   **January 2022 – April 2022**
Tax Intern
- Prepared tax returns for Partnerships, S-Corps, C-Corps, Individuals, and Trusts within deadlines, utilizing Wolters Kluwers' Axcess tax software
- Prepared Trial Balances, Balance Sheets and Income Statements for Partnerships, S-Corps, C-Corps, Individuals, and Trusts, utilizing Wolters Kluwers' Axcess tax software and Excel Engagement
- Created Wolters Kluwers' Engagement binders for new clients to store relevant tax documents for FY2021
- Consulted with senior tax subject matter experts (SME) to gain knowledge on tax laws and tax preparation process
- Collaborated with senior tax SMEs to ensure accuracy and completeness of client tax documentation and other relevant tax information

Income Tax Assistance (VITA) program   **February 2020 – April 2020**
Volunteer Tax Preparer
- Performed tax return preparations for middle/low-income families in Tarrant County
- Informed hundreds of clients on details of tax returns including claims on credits such as Earned Income Tax Credit (EITC) and Child Tax Credit (CTC)
- Used TaxSlayer Income Tax software to prepare tax returns
- Trained new volunteers on tax return preparation

PROFESSIONAL TRAITS
- Open-minded and always eager to learn new skills
- Attention to detail
- Adept at time-management and organization
- Always seeking opportunities of personal improvement