**George Hamelos**

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**Relevant Experience**

**Wealth And Tax Advisory Services, LLC New York, NY**

*PCS Associate February 2011-Present*

* Excelled during tax season, producing over 380 billable hours and $100,000 in company revenue for the months of March and April
* Supervise pertinent meetings, fielding questions from clients and presenting proposal plans for yearend projections in Microsoft Power Point
* Staffed on engagement with major financial services company due to excellent performance, preparing tax returns for 45 respective Managing Directors
* Create spreadsheets using sum if statements and vlookups in order to prepare quarterly tax estimates for high net worth individuals
* Download and generate K1s, breaking them down to designate the appropriate amounts to ordinary business income, form 4797 ordinary gains, and various other tax exempt deductions
* Value bonds and securities sold in order to create detailed Capital Gain and Loss schedules for clients’ reporting on their tax returns
* Analyze important tax documents, inputting all data into Microsoft Excel work papers, CCH Prosystems and GoSystem Tax software, generating year-end tax returns for individuals, trusts, corporations, S-corporations and partnerships
* Study clients’ 1099 interest and dividend statements in order to differentiate between those that are state taxable, tax exempt, foreign and/or domestic
* Review monthly financial statements for corporations, using Quickbooks software to organize them accordingly
* Convert all client source documents into Adobe PDF, bookmarking and organizing all data for manager review

**Russel, Tobin & Associates, LLC** **New York, NY**

*Consultant June 2010- August 2010*

* Reviewed important company documents such as invoices, and other payment plans
* Monitored customer account detail for non payments, delayed payments and other irregularities
* Contacted former clients via telephone and guided them in signing up for company sponsored events, generating over $300,000 in revenue
* Performed data entry and daily updates of client database using Microsoft Access Software

**PCS, CPA Accounting Firm Bronx, NY** *Analyst May 2009- January 2010*

* Administered write-ups and reconciled checking accounts using MYOB software
* Assisted in the preparation and rendering of income tax statements
* Reviewed client expenses and reported findings to the manager which provided them with more efficient budget plans
* Contacted, coordinated and reminded clients of upcoming appointments and required documents via telephone and email
* Scanned existing files in the company’s Pro Series database and rearranged them accordingly
* Created a section for the company’s backup drive which made client records more readily accessible
* Maintained accounts receivable customer files for payments in excess of $750 a month

**Sigma Alpha Epsilon Fraternity, Binghamton University Binghamton, NY**

*Treasurer**January 2008- May 2009*

* Handled and deposited funds to the fraternity checking account, making direct payments to the fraternity’s national representative body
* Apportioned and allocated all funds accordingly; making sure events, housing bills, and membership fees were current
* Organized fund raisers minimizing individual fraternity member fees and optimizing relationships with the community
* Kept in close contact with fraternity alumni via email, maintaining good relationships which secured financial assistance towards the prosperity and growth of the chapter
* Implemented a more efficient system for collecting payments using Microsoft Excel which decreased membership fees5%

**Activities/ Athletics**

* Cum Laude Graduate SUNY Binghamton- Binghamton, NY Fall 2010
* New Member Educator NY Omega chapter of Sigma Alpha Epsilon National Fraternity- Binghamton, NY Fall 2010
* Teaching Assistant for Visual Artists and Personal Accounts at SUNY Binghamton- Binghamton, NY Fall 2010
* Head Busser/Server at Isabella’s BR Guest Restaurant- Manhattan, NY Summer 2009
* Hellenic Society Member - Binghamton, NY Spring 2008
* Captain for Championship Intramural Basketball Team SUNY Binghamton - Binghamton, NY Spring 2008
* Graduate of Sigma Alpha Epsilon National Fraternity Leadership School- Miami, Fl Summer 2008
* Volunteer for Campus Cleanup at SUNY Binghamton- Binghamton, NY Spring 2007
* Recruitment/Social Chairman of Sigma Alpha Epsilon National Fraternity- Binghamton, NY Fall 2007

**Skills**

* Languages**:** Fluent in Greek
* Computer: Adobe PDF, CCH Prosystems, Eviews, GFR, GoSystems, HTML, JAVA, MYOB, Pro Series, QuickBooks, Super Forms, STATA, Microsoft Word, Power Point, Excel (Vlookup, Pivot Tables), Access, Outlook

**Education**

**State University of New York at Binghamton**, Binghamton, NY

Bachelor of Science in Financial Economics December 2010

GPA: 3.53/4.0 Dean’s List: Fall 2008, Spring 2009, Spring 2010, Fall 2010

**City University of New York at Baruch**, New York, NY Transferred December 2006

GPA: 4.0/4.0 Dean’s List: Fall 2006