

Hannah Shepard

Brazoria, TX 77422

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#readytowork

Work Experience

Controller

Apollo Office Systems - Alvin, TX

October 2015 to Present

- Perform full charge bookkeeping
- Maintain office services by organizing office operations and procedures
- Maintain employee benefit programs
- Contract management and compliance
- Payroll Administration
- Prepare and file Payroll Tax forms, Franchise Tax, Sales & Use Tax, Business Property Renditions, Texas New Hire/Fire, and Wage Garnishments
- Process staff expense reports and payments
- Prepare financial statements
- Provide and organize information for audits
- Maintain and update company insurance information and government certificates

Tax Paralegal

Sherry German Attorney at Law - Friendswood, TX

May 2012 to April 2018

- Drafted memoranda, notices, affidavits, and petitions for tax issues and litigation
- Performed full charge bookkeeping for my employer and 18 clients
- Prepared tax returns for individuals and companies
- Prepared Offer in Compromises and Installment agreements
- Organized and Compiled client data needed for tax returns, audits, and compliance
- General Office duties such as answering phones, filing, maintaining files, correspondence to clients and the IRS
- Contract Management and compliance
- Payroll Administration
- Prepared financial report and computation spreadsheets

Intern

Harris County Department of Education - Houston, TX

May 2010 to September 2010

- Obtained and analyzed energy data
- Composed spread sheets of energy data for over 50 sites to present to their Directors
- Developed a filing system
- Performed other misc administrative duties

Pool Manager

Columbia Lakes Hotel and Resort - West Columbia, TX
2008 to May 2008

- Supervised and scheduled employees
- Delegated job duties
- Formed inventory, cash, and charge sheets in excel
- Managed inventory, cash, and charges made to members account
- Kept the pool and pool area clean and managed chemicals

Pool Manager

Brazoria County Camp Mohawk - Alvin, TX
May 2007 to August 2007

- Supervised and scheduled employee
- Delegated job duties
- Kept the pool and pool area clean
- Achieved a canoe/kayak instructor card
- Demonstrated how to use a canoe/kayak
- Supervised canoeing/kayaking

Administrative Assistant

Woodward Marketing - Houston, TX
May 2005 to May 2007

- Edited and entered data into programs including access, excel, Word, and PowerPoint
- Published advertisements for sale of objects to the public
- Processed checks for employees
- Performed misc administrative duties

Life Guard

City of Alvin - Alvin, TX
May 2005 to August 2006

- Maintained concentrated observation of the duty area and its users in order to anticipate problems and to identify an emergency quickly
- Supervised the use of other equipment when allocated to that duty such as water slides and diving boards
- Gave immediate first aid in the event of injury to bather or other incident

Education

Associate in Paralegal

Alvin Community College - Alvin, TX
December 2010 to May 2012

None in Accounting

Sam Houston State University - Huntsville, TX
August 2007 to December 2009

Skills

- Management (10+ years)
- Accounting (7 years)
- Payroll (10+ years)
- Quickbooks (7 years)
- Financial Reporting (7 years)
- Vendor Management (7 years)
- Process Development (7 years)
- Process Improvement (7 years)
- Closing (7 years)
- Microsoft Office (10+ years)
- Full Charge Bookkeeping (7 years)
- Contract Management (7 years)
- Accounts Payable (7 years)
- Word (10+ years)
- ADP (2 years)
- ERP Systems (5 years)
- CRM Software (5 years)
- Financial Statement Preparation
- General Ledger Accounting
- Tax Experience

Assessments

Accounting: Basic Principles — Proficient

May 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/559fbfbd57c2bfe39355ac260a05310eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/17ff13063afea8ad5f29bb988ca7dbbfeed53dc074545cb7>

Attention to Detail — Expert

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/93012e94c353c940a1f12e4bc716cc08eed53dc074545cb7>

English Communication Skills: Typing — Highly Proficient

May 2020

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_to_profile/3fc86ac2c088ec1adcd31e2fdb65bfb8eed53dc074545cb7

Business Math — Expert

May 2020

Using basic math to solve problems in a business context.

Full results: https://share.indeedassessments.com/share_to_profile/1042d720771c7a675a6be1f326273c6eed53dc074545cb7

Legal Skills — Proficient

May 2020

Assisting practicing attorneys in the preparation for litigation proceedings.

Full results: https://share.indeedassessments.com/share_to_profile/653e5e79fef777b721448c4ccceb21a8eed53dc074545cb7

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Additional Information

- Vendor Management
- Process Development/Improvement
- Purchasing & Cost Management
- Financial Reporting
- Asset Management
- Contract Management and Compliance
- Payroll Administration
- Efficient in Microsoft Office, e-Automate, QuickBooks Pro, QuickBooks Enterprise, QBO, and Sage Act
- Ability to learn any program quickly
- Inventory Management
- Manage Closing Process
- Perform Audits
- Perform Full Charge Bookkeeping

- Insurance Compliance
- Knowledge of virtual processes and cloud based platforms