

Trayionna Walker

Accountant - Freelance

Columbus, OH

trayionnawalker3_d8z@indeedemail.com

330.502.6294

Exceptional leader talented at multi-tasking, managing, and organizing. Technically-savvy with outstanding relationship building, training, and presentation skills. Highly ambitious and self-motivated Accountant with strong work ethic and sense of ownership. Seeking to excel and gain experience in different sectors of accounting.

Authorized to work in the US for any employer

Work Experience

Accountant

Freelance Accounting & Tax Preparation - Columbus, OH
October 2019 to Present

- Generates Federal & State tax returns\
- Assist with timely filing of sales tax returns
- Assist with payment and filing of Employer Withholding taxes.
- Record cash outflow and inflow
- Bookkeeping
- Tax Consultation
- Generate & convey scheduled financial reports

Tax Examiner Associate

Ohio Department of Taxation - Columbus, OH
June 2018 to October 2019

- Assisted taxpayers to be compliant with their tax responsibilities.
- Fairly implemented the tax law per ORC & OAC guidelines.
- Handled Personal, school district, sales, employer withholding, and commercial activity tax accounts.
- Processed correspondence related to audits, tax bills, and tax programs implemented by ODT.
- Assisted with process improvement for ODT projects and internal programs.

Team Lead

Consumer Support Services, Inc - Youngstown, OH
December 2016 to June 2018

- Documented and accounted for all financial transactions related to the consumers (group home setting).
- Prepared correspondence, accounting and financial documents for analysis.
- Budgeted housing expenses

- Managed appointments and work shifts for consumers and staff.
- Guided call-offs and phone calls regarding house concerns from staff, with company phone.
- Prepared briefing with home manager and nurse about house needs and concerns.
- Provided on-site training

Tax Preparer

Consumer Support Services, Inc - Niles, OH

December 2017 to May 2018

- Prepared Daily Accounting summary for store front office
- Prepared tax returns accurately while implementing Pro Filer software.
- Advised and improved tax returns as needed.
- Consulted taxpayers while initiating due diligence compliance with IRS & ODT.
- Managed final recording and documentation of completed returns.

Home Manager

Accessible Home Services - Youngstown, OH

July 2016 to January 2017

- Prepared correspondence, accounting and financial documents for analysis.
- Budgeted housing expenses
- Planned and executed monthly activity schedules for consumers.
- Managed appointments and work shifts for consumers.
- Guided call-offs and phone calls about house concerns from staff, with company phone.
- Prepared briefing with director about house needs and concerns.
- Provided on-site training

Residential Counselor

InVision Human Services, Inc - Wexford, PA

February 2016 to July 2016

- Documented and accounted for all financial transactions related to the person supported.
- Budgeted housing expenses
- Consulted with physicians, nurses, dietitians, and therapists to ensure streamlined and top-quality care for residents.
- Observed any alterations in resident behavior and reported them to the director accordingly.
- Implemented and documented all supports as specified in the Individual Support Plan
- Ensured transportation and scheduling assistance for medical appointments, therapy sessions, and social outings.

Education

Master's in Business Administration

Franklin University - Columbus, OH

May 2020 to September 2021

Bachelor's in Technical Management

DeVry University - Columbus, OH
April 2018 to June 2019

Associate in Information

ETI Technical College - Niles, OH
September 2016 to May 2018

Associate Degree in Liberal Arts in Liberal Arts

Youngstown State University - Youngstown, OH
September 2011 to May 2013

Skills

- QuickBooks (2 years)
- Attention to detail
- Critical Thinking
- Problem Solving Accounting Skills: Bookkeeping -- Expert April 2019 Calculating and determining the accuracy of financial data. Full results: <https://share.indeedassessments.com/share>
- assignment/aj8crlpjcz2gwzbw Project Management Skills: Budgeting -- Highly Proficient April 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: <https://share.indeedassessments.com/share>
- assignment/v19ne2mtos2un-xu
- Microsoft Office; Excel
- Powerpoint
- Access Database
- Word
- Publisher
- Outlook (8 years)
- Tax Experience
- Process Improvement