

Stephen de Ocampo

Rancho Cucamonga, CA 91730

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(909) 435-8720

Work Experience

Rockstar Garage

2014 to Present

- Accounting Data input (A/R & A/P records)
- Advertising and client communication
- Responsible for social media presence/ public relations

Assistant to tax preparer

DSM Income Tax Services

2013 to 2014

Constantly interview clients and arrange documentation for income tax filing

Volunteer Income Tax Preparer

California State University

2013 to 2014

Tax Season

- Worked directly with Certified Public Accountants and Site Supervisors to provide free Tax Services for low income and the elderly
- Provided client counseling on Tax concerns and questions
- Worked in groups of 10+ tax preparers to discuss solutions to common site problems

Office Assistant

Home Health Care Solutions - Rancho Cucamonga, CA

2009 to 2010

- Updated nurses schedule on daily routes
- Coordinated patient complaints to both Supervisors and Doctors
- Handled and filed patient records for Department of Health survey

Youth Ministry Leader, Philippine Outreach for Christ, Upland CA

- Handled administrative functions for the Senior Pastor
- Managed various youth groups (10+ members) in community services
- Assisted in fundraising efforts for both local and international missions
- Budget Preparation and allocation for youth group members

2004-present

Education

B.A. in Accounting

California State University - San Bernardino, CA
2014

Bachelor's in General Education

Chaffey College - Rancho Cucamonga, CA
2010

Skills

- - Accounting Software- Proficient in TaxWise, TurboTax, and TaxAct
- Microsoft Office Proficient in Word, PowerPoint, Excel, and Access
- Proficient in MAC/Windows O/S