

Jane Doe

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Objective: A challenging accountant position in a growing company.

Professional Experience:

January 2010 - Present **ABC Corporation** | Houston, TX
Tax Manager

- California Certified Public Accountant
- Researched and consulted on various tax matters for both corporate and partnership entities.
- Assisted clients with tax planning, refund analysis, nexus review.
- Provided assistance on large multi national client project engagements.
- Supervised, trained, and mentored associates and seniors on tax projects and assessed performance of staffs for engagement reviews.
- Reviewed tax returns and recommended tax savings opportunities.
- Utilized tax-related software for review returns and research matters.
- Responded to state audits IDR.
- Maintained a good working relationship with clients to enhance customer satisfaction and work with client management and staff at all levels to perform tax services.
- Proactively interacted with directors, senior managers, and key client management team to gather information, resolve tax-related issues, and make recommendations for business and process improvements.
- Ability to manage multiple engagements and competing projects in a rapidly growing, fast-paced, interactive team environment.
- Participated in recruiting events.
- Taught at Multistate Lunch & Learn training.
- Received outstanding performances awards.

February 2007 – October 2009 **DEF Incorporated** | Houston, TX
Senior Tax Manager

- Developed and maintained relationship with major real estate client for five years, increasing fee revenue by almost 100%.
- Increased staff utilization 15% by leveraging work to non-Real Estate Tax Manager in second year of engagement.
- Increased productivity by leading several training seminars in partnership taxation.
- National Tax Quality Reviewer for several major clients.

May 2006 –
February 2007

GHI Company | Houston, TX
Senior Tax Manager

- Establish a cohesive policy for state and local tax functions for ten entities with 120 locations in 28 states
- Complete oversight of state and local income and franchise tax reporting
- Seamlessly transition property, transaction and alcoholic beverage tax matters through a divestiture to new ownership.
- Interface directly with multiple jurisdiction regarding tax matters
- Assist the Director of External Reporting in all tax and accounting matters

Education:

August 1993 -
December 1997

University of West Florida | Pensacola, FL
Bachelor of Science in Business Administration
3.1 Overall GPA, 3.7 Major GPA

Certifications:

- IRS Enrolled Agent
- CPA candidate (actively pursuing certification)

Skills:

- Lacerte Tax
- ProSystem fx Tax
- GoSystem Tax
- UltraTax
- ProSeries Tax
- BNA Income Tax Planner
- ProSystem fx Engagement
- RIA Checkpoint
- CCH IntelliConnect
- GoSystem Audit
- QuickBooks
- Microsoft Excel, Word and Outlook

Memberships:

- National Association of Enrolled Agents
- Texas Society of Enrolled Agents