

# JOHN SMITH

Baltimore, MD

(xxx) xxx-xxxx

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## *CPA Candidate*

### EDUCATION

#### **Master of Science in Taxation**

University of Baltimore, Baltimore, MD

Dec. 20xx

#### **Bachelor of Science in Business Administration, Accounting**

Towson University, Towson, MD

May 20xx

**GPA 3.56**

### ACCOUNTING EXPERIENCE

#### **Tax Preparer**, Frederick CPA's, Baltimore MD

Feb. 20xx – Present

- Compute taxes owed or overpaid, following tax instructions and tax tables
- Prepare and assist in preparing simple to complex tax returns for individuals and small businesses
- Use all appropriate adjustments, deductions and credits to keep clients' taxes to a minimum
- Interview clients to obtain additional information on taxable income and deduction expenses and allowances
- Review financial records such as income statements and expenditures to determine forms needed
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion

#### **Tax Associate**, Tax Master LLC, Ellicott City, MD

Nov. 20xx – Oct. 20xx

- Worked on variety of client deliverables including preparation of tax returns such as federal forms 1120, 1120S, 1065 and 1040
- Produced accounts receivable/payable reports and assisted with payroll
- Identified potential tax issues and prepared tax adjusting entries and tax trial balances based on audited or client provided trial balances
- Researched filing requirements and tax issues using internal revenue code, treasury regulations, and other relevant authorities/guidance
- Managed daily client workflow and multiple client projects

#### **Staff Accountant**, Silver Spring Investment, Silver Spring, MD

Jan. 20xx – Sep. 20xx

- Generated financial statements and produced product cost report
- Analyzed data for production planning
- Prepared journal entries, invoices, performed reconciliation and monitored accounts receivable collections
- Maintained and reported daily cash management and assisted with annual financial statement audit
- Maintained all the fixed asset data from purchasing and accounts payable in accordance with company policy

#### **Graduate Assistant**, Department of Accounting, Towson University

Jan. 20xx – Dec. 20xx

- Graded homework and exams on intermediate accounting and Audit
- Tutored students in intermediate accounting, federal income tax, audit and other subjects as requested
- Analyzed over 900,000 data for the department of finance research

### PROFESSIONAL SKILLS

- Software: Microsoft Office Suite, Microsoft Access, SPSS, Drake, QuickBooks
- Training: Federal Income Tax Return – Towson University IRS VITA Program
- Excellent attention to detail and communication skills
- Ability to manage multiple priorities and stay on deadline