

JANE DOE, CPA

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443-xxx-xxxx, jane.doe@gmail.com

CERTIFIED PUBLIC ACCOUNTANT (CPA)

EDUCATION

Master of Science in Taxation

University of Baltimore, Baltimore, MD

Dec. 20xx

Bachelor of Science, Business Administration – Accounting

Towson University, Towson, MD

GPA: 3.60

May 20xx

ACCOUNTING EXPERIENCE

Tax Preparer, Cash CPA, Baltimore, MD

Jun. 20xx-Present

- Compute taxes owed or overpaid, using adding machines and personal computer and complete entries on forms, 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 information on taxable income and deduction expenses and allowances
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion

Tax Associate Intern, Morgan & Lewis, CPA's, Baltimore, MD

Jan. 20xx-May 20xx

- Prepared individual and business tax returns for clients
- Completed monthly bank reconciliation and compilations using QuickBooks
- Calculated and reconciled monthly payroll for clients
- Researched tax law questions and changes to ensure accuracy of information

Tax Preparer, Liberty Tax, Towson, MD

Jan. 20xx-Apr. 20xx

- Prepared 1040 and schedule C tax returns for clients
- Effectively communicated with clients to obtain necessary tax information

TECHNOLOGY/SKILLS

- Expert in Excel
- Microsoft Dynamics GP
- QuickBooks
- Excellent time management
- Meticulous attention to detail
- Lacerte Tax software
- Drake Tax software
- Microsoft Word and Power Point

ADDITIONAL EXPERIENCE

Customer Service, Wegmans Corp, Towson, MD

May 20xx-May 20xx

- Assist customers with cash transactions such as money orders and cashing payroll checks
- Resolve customer complaints and disputes

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Public Accountants

Dec. 20xx-Present

Maryland Association of Certified Public Accountants

Dec. 20xx-Present