

ENROLLED AGENT / TAX ACCOUNTANT / OFFICE MANAGER

Executive Profile

Dedicated professional with the accomplished ability to work independently and as a team member to successfully achieve project goals and objectives.

Skill Highlights

- Enrolled Agent (EA)
- Proficient in Microsoft Office
- Valued team player
- Account reconciliation expert
- QuickBooks
- UltraTax
- Effective time management
- Strong organizational skills
- Advanced computer proficiency (PC and Mac)
- VA Notary Public
- Microsoft Office Professional

Core Accomplishments

Employee Management

- Liaised with HR department to establish employee benefits, training, payroll and termination procedures.

Accounting Reviews

- Conducted detailed technical and analytical review of federal/state corporate, partnership, LLC's, Non-Profit, Gift, and Fiduciary tax returns, and quarterly estimates prepared by associates.

Professional Experience

Enrolled Agent / Tax Accountant / Office Manager

May 2006 to May 2015 Company Name i¼ City , State

- Playing a main role in preparing tax resolution settlement actions for the firm
- Reviewing office files to make sure that all the documentation provided are accurate
- Analyzing the information to proceed with the tax resolution
- Making negotiations before preparing final settlement documentation and amount
- Prepares Corporate, Individual, Partnership, Gift, Non-Profit, LLC's, and Fiduciary Tax Returns
- Managed accounts payable, accounts receivable, and payroll departments

Compliance Officer/Processing Manager/HR Manager

January 2005 to May 2006 Company Name i¼ City , State

- Compliance files to close out, Closing dept., Process loans and supervise other processors, A/P, A/R, Payroll, and Accounting

Team Coach

July 2003 to December 2004 Company Name i¼ City , State

- Gymnastics instructor

Vice President of Sales / Office Manager / Legal Department

May 2003 to December 2004 Company Name i¼ City , State

- Sales Leads, Signing of Contracts, Meeting with all clients
- Sending out sub-contractors on daily Jobs, payroll, A/P, A/R, manage City contracts, and Small Claims trials

Legal Secretary / Administrative Assistant

November 2002 to May 2003 Company Name i¼ City , State

- Screen calls for potential cases, trained data entry personnel, managed Personal Injury case files from initial intake to demand, prepared demand packages, answered Interrogatories, conducted legal research, accounts receivable, account payable, and payroll

Receptionist / Administrative Assistant

July 2002 to November 2002 Company Name i¼ City , State

- Answered mutable phone lines, typed up subcontracts, proposals
- Purchase orders, submittals, transmittals, helped on bids for projects
- Mail receivables, mail payables, filing, order quotes

Real Estate Legal Assistant

November 2001 to July 2002 Company Name i¼ City , State

- Post closings, legal assistant
- Disbursements, opening & closing files, typing HUD-1's (settlement s tatements) ordering searches, surveys & title binders, getting payoffs
- Coordinating with brokers, investors, & loan officers

Administrative Assistant

August 2001 to November 2001 Company Name i¼ City , State

- Working under Divaris Real Estate, Responsible for secretarial advance work, receptionist, and interfaced Extensively with various, prestigious companies such as Advantage Mortgage, Progressive Nursing, Nortel Networks, Mericom, and J.Â Hoskins Law Office.

Accountant

August 2000 to August 2001 Company Name i¼ City , State

- A/P andÂ A/R and Payroll Clerk: Solely responsible for all bookkeeping, Accounting and executive administrative support for a specialty ship Service contracting firm employing 450 multi-functional tradesmen and Support personnel
- Interfaced extensively with various prestigious Contractors such as Coastal Coatings, Bay Metals & Fabrications, States Roofing, NORSHIPCO, and Colonna's Shipyard.

Collections Representative

April 2000 to August 2000 Company Name i¼ City , State

- Called cardholders and collected credit Card debts
- Top Performer

Sales Merchandiser

April 2000 to August 2000 Company Name i¼ City , State

- Merchandising and customer service representative at a high-end women's fashions retailer in the renowned MacArthur Center Mall
- Top sales merchandiser

Store Manager

January 1997 to November 1999 Company Name i¼ City , State

- Supervising sales associates, opening and closing of management and bank deposits, selection and fall fashion lines, supervision of inventory control and checkout.
- Gained Hands-on statistical / financial report experience in generation, bank reconciliation's, and other store office administration functions.
- Responsibilities included hiring, training, scheduling, and store, cash ordering of summer merchandising, housekeeping, functions, and customer service.

Assistant Store Manager

April 1996 to April 2000 Company Name i¼ City , State

- In charge of opening and closing store, bank deposits, vendor liaison, replenishment stock ordering, expense monitoring/ control, implementation of new store sets, and modification of known loss reports, training of all cashiers and associates, payroll, cash drawer reconciliation, etc.
- Highlights: Started as a cashier and promoted to service assistant in two months and assistant manager in one year for outstanding performance.
- Won various sales and donations awards during tenure.

Education

High School Diploma : Business and Marketing , 1997 Ocean Lakes High School i¼ City , State Attended Professional Marketing and Management Seminars

Accounting and Business , 2004 University of Phoenix i¼ City , State

Skills

Accountant Management, Client Relations, Computer Proficiency, Organizational Skills

Additional Information

- Honor 2nd Place Winner of the DECCA State Marketing Conference Award (1997)
- Active Volunteer in the local community