



Michael

ANDERSON

TAX ADVISOR

Proficient Personal Tax Advisor with a specialized focus on tax compliance and advisory services, bringing over 6 years of experience in the financial sector. Expertise in preparing and filing tax returns for individuals and small businesses, ensuring compliance with federal and state tax regulations. Adept at conducting tax research and analysis to provide informed recommendations that enhance client financial outcomes.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- tax compliance
- tax preparation
- client communication
- analytical skills
- organization
- research

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING, UNIVERSITY OF TEXAS

ACHIEVEMENTS

- Successfully improved client satisfaction ratings by 20% through enhanced communication.
- Recognized for accuracy in tax return preparation with zero errors.
- Increased departmental efficiency by implementing a new filing system.

WORK EXPERIENCE

TAX ADVISOR

Accurate Tax Services

2020 - 2025

- Prepared and filed individual and business tax returns accurately and efficiently.
- Conducted tax research to ensure compliance with current legislation.
- Provided tax planning advice to clients to optimize their tax positions.
- Maintained organized records for all client documentation.
- Assisted clients in understanding their tax obligations and rights.
- Participated in team meetings to discuss client strategies and updates.

JUNIOR TAX ASSOCIATE

Fiscal Solutions

2015 - 2020

- Supported senior tax advisors in the preparation of tax returns.
- Gathered necessary documentation from clients for tax filings.
- Reviewed tax documents for accuracy and completeness.
- Assisted in client communications regarding tax queries.
- Tracked changes in tax legislation and their implications for clients.
- Maintained client confidentiality and data security.