



(555) 234-5678

michael.anderson@email.com

San Francisco, CA

www.michaelanderson.com

## SKILLS

- Tax Compliance
- Audit Management
- Client Relations
- Tax Planning
- Research
- Communication Skills

## EDUCATION

**BACHELOR OF ARTS IN ACCOUNTING,  
UNIVERSITY OF CALIFORNIA, LOS  
ANGELES**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Recognized for achieving a 30% reduction in client tax liabilities through effective compliance strategies.
- Received 'Outstanding Consultant' award for excellence in client service.
- Developed a training program that improved staff knowledge on sales tax compliance.

# Michael Anderson

## SALES TAX MANAGER

Experienced Sales Tax Consultant with a robust understanding of tax compliance and strategic planning, dedicated to optimizing clients' sales tax positions. Recognized for the ability to analyze complex tax scenarios and provide actionable insights that enhance financial performance. Demonstrates a strong focus on client service, ensuring that all tax needs are met with precision and care.

## EXPERIENCE

### SALES TAX MANAGER

Corporate Tax Solutions

2016 - Present

- Oversaw sales tax compliance for a portfolio of clients, ensuring adherence to state and federal regulations.
- Developed and executed tax planning strategies that resulted in significant cost savings.
- Conducted audits to assess compliance and identify opportunities for improvement.
- Coordinated with external auditors to facilitate compliance reviews.
- Provided training to client staff on sales tax processes and compliance requirements.
- Maintained strong relationships with clients through regular communication and updates.

### TAX CONSULTANT

Tax Compliance Associates

2014 - 2016

- Assisted in preparing sales tax returns and ensuring compliance with local regulations.
- Conducted research on sales tax laws to provide accurate advice to clients.
- Supported clients through audits, offering documentation and analysis.
- Participated in client meetings to discuss tax strategies and compliance issues.
- Maintained comprehensive records to support audit processes.
- Engaged in continuous learning to stay updated on tax legislation.