



(555) 234-5678

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www.michaelanderson.com

SKILLS

- State and Local Taxation
- Compliance Management
- Tax Audits
- Financial Reporting
- Client Coordination
- Process Improvement

EDUCATION

BACHELOR OF ARTS IN ACCOUNTING,
UNIVERSITY OF TEXAS

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Improved filing accuracy by 20% through enhanced review processes.
- Successfully managed a portfolio that increased client satisfaction ratings by 25%.
- Recognized for dedication to continuous learning and professional development.

Michael Anderson

TAX COMPLIANCE SPECIALIST

Results-driven Tax Accountant with a strong background in state and local tax compliance. Expertise in navigating intricate tax codes and regulations to ensure clients achieve optimal tax outcomes. Proven ability to analyze financial data and prepare accurate tax returns while identifying potential savings opportunities. Committed to maintaining high standards of accuracy and compliance in all tax-related activities.

EXPERIENCE

TAX COMPLIANCE SPECIALIST

Regional Tax Services

2016 - Present

- Managed state and local tax compliance for a diverse portfolio of clients.
- Prepared and filed tax returns, ensuring adherence to local regulations.
- Conducted tax audits and provided recommendations for process improvements.
- Collaborated with clients to gather necessary documentation for accurate filing.
- Utilized tax software to enhance filing accuracy and efficiency.
- Monitored changes in tax laws to ensure ongoing compliance.

JUNIOR TAX CONSULTANT

Metro Tax Advisory

2014 - 2016

- Assisted in the preparation of state and local tax returns for individuals and businesses.
- Conducted research on tax regulations to support compliance efforts.
- Provided administrative support during tax season, enhancing team productivity.
- Coordinated with clients to ensure timely submission of required documents.
- Participated in team meetings to discuss tax strategies and compliance updates.
- Maintained organized records of client interactions and tax filings.