

MICHAEL ANDERSON

Small Business Tax Consultant

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Proactive Tax Advisor with a focus on small business tax compliance and advisory services. Extensive experience in guiding entrepreneurs through the complexities of tax regulations, ensuring compliance while maximizing financial benefits. Demonstrated ability to develop personalized tax strategies that align with business objectives and support sustainable growth. Strong communicator, adept at simplifying complex tax concepts for clients.

WORK EXPERIENCE

Small Business Tax Consultant | Small Business Tax Solutions

Jan 2022 – Present

- Provided tailored tax advisory services to small business clients.
- Assisted in the preparation and filing of business tax returns.
- Educated clients on available deductions and credits.
- Conducted tax planning sessions to align with business goals.
- Maintained up-to-date knowledge of small business tax regulations.
- Collaborated with clients to develop effective tax strategies.

Tax Preparation Associate | Local Tax Advisors

Jul 2019 – Dec 2021

- Supported tax preparation efforts for small business clients.
- Gathered and organized financial documentation for tax filings.
- Assisted in compliance reviews and audits.
- Provided administrative support to the tax team.
- Participated in client meetings to discuss tax-related issues.
- Maintained detailed records of client interactions and services provided.

SKILLS

Small Business Tax Compliance

Tax Advisory

Client Education

Tax Planning

Financial Documentation

Relationship Management

EDUCATION

Bachelor of Arts in Business Administration

2015 – 2019

City College

ACHIEVEMENTS

- Increased client satisfaction ratings by 20% through enhanced service delivery.
- Recognized for outstanding performance in small business tax advisory.
- Developed a resource guide for small business owners on tax strategies.

LANGUAGES

English

Spanish

French