



Michael

ANDERSON

NON-PROFIT TAX CONSULTANT

Highly skilled Tax Filing Specialist with a focus on non-profit organizations and their unique tax requirements. Extensive experience in preparing and filing tax returns for 501(c)(3) entities, ensuring compliance with both federal and state regulations. Demonstrates a profound commitment to the mission of non-profit organizations, providing tailored tax solutions that align with their operational goals.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- non-profit taxation
- compliance
- client relations
- educational outreach
- project management
- record-keeping

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION, UNIVERSITY OF WASHINGTON, 2017

ACHIEVEMENTS

- Played a key role in increasing tax filing accuracy for non-profits by 30% through improved processes.
- Recognized for outstanding service in the community with a local award.
- Developed a tax compliance checklist for non-profit organizations, adopted by multiple clients.

WORK EXPERIENCE

NON-PROFIT TAX CONSULTANT

Charity Tax Advisors

2020 - 2025

- Specialized in tax compliance and filing for non-profit organizations.
- Conducted workshops to educate non-profit leaders on tax obligations.
- Developed customized tax strategies to optimize funding for charitable initiatives.
- Prepared and submitted Form 990 for various non-profit clients.
- Collaborated with legal advisors to navigate complex tax regulations.
- Achieved a 100% compliance rate for all client filings.

TAX FILING ASSISTANT

Community Tax Services

2015 - 2020

- Supported the preparation of tax returns for low-income individuals and families.
- Assisted in gathering necessary documentation for tax filings.
- Participated in community outreach programs to raise tax awareness.
- Maintained accurate records for all client interactions and filings.
- Engaged in training sessions to enhance knowledge of tax regulations.
- Received positive feedback from clients for exceptional service.