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SKILLS

- Tax compliance
- Client service
- Tax preparation
- Accounting software
- Research skills
- Communication skills

EDUCATION

BACHELOR OF ACCOUNTING, UNIVERSITY OF FLORIDA

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 98% client satisfaction rate based on feedback surveys.
- Recognized as 'Employee of the Month' for outstanding performance in tax season.
- Successfully streamlined tax preparation processes, reducing turnaround time by 15%.

Michael Anderson

TAX PREPARATION SPECIALIST

Experienced Tax Reporting Specialist with a solid foundation in accounting and finance, specializing in tax compliance and reporting for small to mid-sized enterprises. Brings over five years of comprehensive experience in preparing and analyzing tax returns, ensuring compliance with federal and state regulations. Demonstrates a meticulous attention to detail and a commitment to providing exceptional client service.

EXPERIENCE

TAX PREPARATION SPECIALIST

Community Tax Services

2016 - Present

- Prepared individual and business tax returns for a diverse clientele.
- Ensured compliance with IRS regulations and state tax laws.
- Conducted client consultations to gather necessary tax information.
- Utilized accounting software to streamline tax preparation processes.
- Provided guidance on tax deductions and credits to maximize client savings.
- Maintained comprehensive records of all client interactions and documentation.

JUNIOR TAX ANALYST

Local Accounting Firm

2014 - 2016

- Assisted in the preparation of tax returns for small businesses.
- Conducted research on tax regulations affecting clients' industries.
- Supported senior analysts in tax audits and compliance reviews.
- Developed tax planning strategies to optimize client outcomes.
- Maintained up-to-date knowledge of tax law changes.
- Communicated with clients to clarify tax-related inquiries.