

# MICHAEL ANDERSON

Tax Research Assistant

- San Francisco, CA
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Dedicated Tax Research Analyst with a focus on leveraging analytical skills to navigate complex tax environments effectively. Possessing a comprehensive understanding of tax regulations and compliance requirements, with a proven ability to conduct meticulous research to inform tax strategies. Recognized for exceptional communication skills, facilitating clear and effective interactions with clients and stakeholders.

## WORK EXPERIENCE

### Tax Research Assistant | Tax Advisory Group

Jan 2022 – Present

- Assisted in conducting research on tax laws and regulations affecting clients.
- Prepared tax-related documentation and reports for senior analysts.
- Supported the analysis of client financial statements for compliance.
- Collaborated with teams to streamline research processes and improve efficiency.
- Participated in client meetings to gather information and discuss issues.
- Maintained comprehensive records of research findings for future reference.

### Tax Compliance Intern | Financial Services Co.

Jul 2019 – Dec 2021

- Assisted in the review of tax returns for accuracy and compliance.
- Conducted preliminary research on tax regulations and provided summaries.
- Supported the preparation of tax filings for individual clients.
- Maintained organized documentation for audit readiness.
- Shadowed senior staff to learn about tax compliance practices.
- Participated in team discussions to enhance understanding of tax issues.

## SKILLS

Tax analysis

Research support

Compliance documentation

Teamwork

Communication

Financial analysis

## EDUCATION

### Bachelor of Arts in Accounting

2015 – 2019

University of Washington

## ACHIEVEMENTS

- Contributed to a project that increased the efficiency of tax research processes.
- Received commendation for excellent performance during internship.
- Developed a presentation on tax compliance best practices for staff training.

## LANGUAGES

English

Spanish

French