EVELYN WHITE
Payroll Tax Specialist

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www.qwikresume.com

PROFESSIONAL SUMMARY

Results-oriented Payroll Tax Specialist with 5 years of extensive experience in payroll tax compliance and reporting. Proficient in managing federal, state, and local tax obligations, ensuring precise adherence to regulations. Recognized for resolving discrepancies and optimizing payroll tax processes, eager to leverage expertise in a collaborative environment to enhance operational efficiency.

WORK EXPERIENCE

Payroll Tax Specialist
WidgetWorks Inc.
Mar / 2021-Ongoing
Denver, CO

1. Managed inquiries from employees regarding payroll discrepancies and tax-related queries.
2. Facilitated the completion of tax refund forms and ensured timely submissions.
3. Provided strategic tax advice to management, optimizing tax strategies and minimizing liabilities.
4. Ensured compliance with all periodic tax payment and reporting requirements.
5. Prepared and submitted amended tax reports as necessary to rectify errors.
6. Enrolled clients in electronic funds transfer (EFT) and e-filing services, enhancing efficiency.
7. Organized and maintained comprehensive tax records and conducted special projects for tax analysis.

Payroll Tax Specialist
Silver Lake Enterprises
Mar / 2020-Mar / 2021
Seattle, WA

1. Assisted in importing payroll data from Millenium Ready Pay into MasterTax for 1,500 clients.
2. Collaborated with the ACH Department to facilitate payroll file transfers to banking institutions and resolve account issues.
3. Acted as the primary liaison with tax vendors to streamline processes for accuracy and efficiency.
4. Processed quarterly and annual payroll tax returns for over 1,600 clients across multiple jurisdictions.
5. Conducted thorough research and documentation of all tax issues through client and agency interactions.
6. Coordinated the remittance of all workers' compensation filings to ensure compliance.

EDUCATION

Bachelor of Science in Accounting
University of Michigan
Mar / 2019-Mar / 2020
Denver, CO

Focused on taxation, financial reporting, and compliance.

SKILLS

Payroll Software

Attention To Detail

Analytical Skills
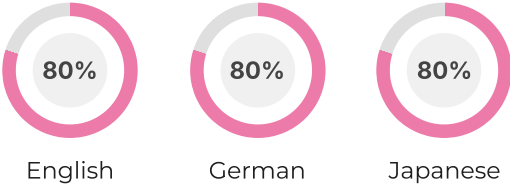
Problem Solving

Time Management

Communication Skills

INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES

- English — 80%
- German — 80%
- Japanese — 80%

ACHIEVEMENTS

- Achieved 100% accuracy in quarterly tax filings, significantly reducing compliance risks.
- Streamlined tax reporting processes, resulting in a 30% reduction in processing time.