



# LIAM ANDERSON

Tax Preparation Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## 💡 SKILLS

Client Communication Skills



Deductions Knowledge



Tax Credits Understanding



Filing Procedures



State Tax Regulations



## 🎯 INTERESTS

📖 Puzzle Solving    ❤️ Public Speaking

💻 Technology    📺 Collecting

## 👊 STRENGTHS

📖 Wisdom    🌿 Humility

🤝 Empathy    🔍 Criticality

## 🗣️ LANGUAGES



English



Polish



Swahili

## 🌟 ACHIEVEMENTS

🌟 Achieved a 20% increase in client satisfaction ratings through improved service delivery.

🌟 Successfully identified tax-saving opportunities resulting in an average client refund increase of \$1,500.

## 👤 PROFESSIONAL SUMMARY

Tax Preparation Specialist with 5 years of extensive experience in preparing individual and business tax returns. Recognized for a strong commitment to compliance and maximizing client deductions. My analytical skills enable me to assess complex financial situations effectively. I am eager to contribute to a results-oriented team that values accuracy and exceptional client service.

## 💼 WORK EXPERIENCE

Tax Preparation Specialist

📅 Jun / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Updated and maintained client financial information, ensuring accuracy and compliance.
2. Processed tax documentation for both active and former clients, ensuring timely submissions.
3. Addressed client inquiries regarding tax matters with a high level of professionalism.
4. Monitored and followed up on tax-related issues to ensure resolutions.
5. Collaborated with clients to clarify tax jurisdiction correspondence.
6. Communicated effectively with both internal teams and clients to resolve tax inquiries.
7. Assisted in the preparation of tax returns, ensuring adherence to all regulatory requirements.

Tax Preparation Specialist

📅 Jun / 2020-Jun / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Prepared accurate tax returns for a diverse client base, ensuring compliance with tax laws.
2. Managed the packaging and filing of W-2 forms with the IRS.
3. Guided clients through the entire tax preparation process, enhancing their understanding.
4. Provided support to team members, fostering a collaborative work environment.
5. Utilized strong customer service skills to address client needs effectively.
6. Conducted annual tax preparation, ensuring timely submissions and compliance.

## 🎓 EDUCATION

Bachelor of Science in Accounting

📅 Jun / 2019-Jun / 2020

University of Illinois

📍 Toronto, ON

Focused on tax regulations, financial accounting, and compliance.