

LIAM ANDERSON

Tax Preparation Specialist

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Client Communication Skills



Tax Credits Understanding



INTERESTS

Puzzle Solving



Technology

Collecting

STRENGTHS









LANGUAGES





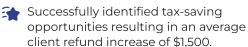


English

Polish

ACHIEVEMENTS





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

- Thicago, 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

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

耳 Toronto, ON

Focused on tax regulations, financial accounting, and compliance.

