



# BENJAMIN LEE

Tax Preparer Consultant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

Tax Preparer Consultant with 5 years of comprehensive experience in preparing and filing tax returns for individuals and small businesses. Adept at ensuring compliance with tax laws while maximizing deductions. Known for exceptional client service and analytical skills to accurately assess financial situations. Looking to apply my expertise in a results-driven environment that prioritizes accuracy and client satisfaction.

## WORK EXPERIENCE

### Tax Preparer Consultant

Pineapple Enterprises

📅 Apr / 2021-Ongoing

📍 Santa Monica, CA

1. Conducted in-depth reviews of financial records to determine necessary forms for accurate tax return preparation.
2. Ensured compliance with federal and state tax regulations during the preparation process.
3. Utilized tax preparation software to accurately file returns for both individuals and small businesses.
4. Provided comprehensive consultations to clients regarding tax strategies and potential deductions.
5. Maintained up-to-date knowledge of tax laws to advise clients effectively.
6. Collaborated with clients to gather essential financial information for accurate tax filings.
7. Assisted in the development of training materials for new tax preparers to enhance team efficiency.

### Volunteer Tax Preparer

Cactus Creek Solutions

📅 Apr / 2020-Apr / 2021

📍 Phoenix, AZ

1. Furnished taxpayers with sufficient information and advice to ensure correct tax form completion.
2. Reviewed financial records to determine forms needed for tax return preparation.
3. Interviewed clients to obtain additional information on taxable income, deductible expenses, and allowances.
4. Prepared or assisted in preparing simple to complex tax returns for individuals and small businesses.

## EDUCATION

### Bachelor of Science in Accounting

University of Illinois

📅 Apr / 2019-Apr / 2020

📍 Denver, CO

Completed comprehensive studies in accounting principles, tax regulations, and financial analysis.

## SKILLS

Client-focused Approach



Regulatory Compliance



Tax Strategy Development



Time Management



Financial Analysis



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

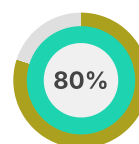
🔍 Criticality

☰ Detail-oriented

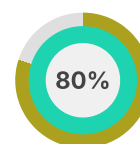
🤝 Diplomacy

😊 Enthusiasm

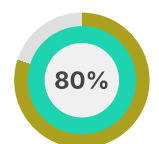
## LANGUAGES



English



Arabic



Swahili

## ACHIEVEMENTS

★ Successfully reduced client tax liabilities by an average of 15% through effective deductions.

★ Achieved a 98% client satisfaction rate by providing thorough tax consultations.