

EMMA JOHNSON

Tax Preparer

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PROFESSIONAL SUMMARY

Enthusiastic Tax Preparer with two years of specialized experience in preparing individual and small business tax returns. Skilled in ensuring compliance with tax regulations while maximizing client deductions. I excel at analyzing financial data to provide tailored tax solutions and am dedicated to fostering strong client relationships. Ready to contribute my expertise in a collaborative and detail-oriented environment.

WORK EXPERIENCE

Tax Preparer
WidgetWorks Inc. Apr / 2024-Ongoing
Denver, CO

- 1. Calculated fees for tax preparation based on the complexity of returns and time required.
- 2. Advised clients on investment strategies to minimize tax liabilities according to current tax laws.
- 3. Reconciled bank statements with client books, preparing accurate financial statements.
- 4. Systematically organized and prepared documentation for independent tax clients.
- 5. Computed taxes owed or overpaid using specialized software and completed tax forms accurately.
- 6. Reviewed and verified data input on tax forms prepared by others to ensure accuracy.
- 7. Utilized office technology to enhance efficiency in tax preparation and client communications.

Tax Preparer
Crescent Moon Design Apr / 2023-Apr / 2024
Portland, OR

- 1. Participated in ongoing education to stay informed about changes in tax forms and regulations.
- 2. Verified client-submitted tax forms for accuracy and completeness prior to submission.
- 3. Consulted with senior preparers on complex tax issues to ensure proper handling of challenging cases.
- 4. Guided clients on necessary documentation for accurate and timely tax return completion.
- 5. Worked closely with clients to gather information on potential deductions and credits applicable to their situations.

EDUCATION

Bachelor of Science in Accounting
University of Cincinnati Apr / 2022-Apr / 2023
Phoenix, AZ
Focused on taxation and financial accounting principles.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

LANGUAGES



ACHIEVEMENTS

- Successfully reduced client tax liabilities by an average of 15% through effective deduction strategies.
- Achieved a 98% accuracy rate in tax return preparation, enhancing client trust and satisfaction.