



# JACKSON TURNER

## Tax Processor

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### PROFESSIONAL SUMMARY

Seasoned Tax Processor with a decade of robust experience in preparing and reviewing tax returns, ensuring compliance with all applicable regulations. Proven ability to enhance accuracy and efficiency while managing complex client interactions. Ready to leverage my extensive expertise in tax processing to drive organizational success and deliver exceptional service.

### WORK EXPERIENCE



**Tax Processor**  Mar / 2019-Ongoing  
**Quantum Solutions LLC**  Phoenix, AZ

1. Contacted tax agencies to gather necessary information for accurate tax return preparation.
2. Ensured proper identification of all tax agencies involved in the processing.
3. Verified borrower details including name, address, and parcel number for compliance.
4. Documented current tax amount status and delinquency through agency correspondence.
5. Accurately entered tax data into systems, maintaining high standards of data integrity.
6. Conducted research on parcels and loan documents for accurate tax assessments.
7. Managed the setup and release of outgoing wires related to tax payments.

**Tax Processor**  Mar / 2015-Mar / 2019  
**Silver Lake Enterprises**  Seattle, WA

1. Prepared tax returns for electronic filing, ensuring compliance with all regulations.
2. Generated detailed productivity reports on tax receivables, enhancing operational insight.
3. Collaborated with associates to manage assembly projects for multiple clients efficiently.
4. Adhered to strict filing deadlines, ensuring timely submission of federal and state tax forms.
5. Provided taxpayers with essential information regarding tax regulations and deadlines.
6. Collected taxes from clients, ensuring compliance with state and federal laws.

### EDUCATION

**Bachelor of Science in Accounting**  Mar / 2012-Mar / 2015  
**University of Finance**  Phoenix, AZ

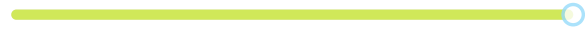
Gained foundational knowledge in tax law, accounting principles, and financial reporting.

### SKILLS

Tax Preparation Software Proficiency



Tax Compliance Analysis



Client Relationship Management



Workflow Optimization



Financial Analysis



Organizational Skills



### INTERESTS

-  Podcasts  Language Learning  
 Dancing  Cycling

### STRENGTHS

-  Intuition  Leadership  
 Listening  Mentorship

### LANGUAGES



English





Russian



German

### ACHIEVEMENTS

-  Successfully processed over 1,000 tax returns annually, achieving a 98% accuracy rate.
-  Implemented a streamlined workflow that reduced processing time by 20%, enhancing overall efficiency.