

SOPHIA BROWN

Tax Supervisor

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PROFESSIONAL SUMMARY

Dynamic tax professional with over 7 years of supervisory experience in tax compliance and preparation. Proven ability to enhance operational efficiency through process optimization and effective team leadership. Expertise in federal and state tax regulations, with a strong focus on corporate and small business tax strategies. Committed to delivering accurate and timely tax solutions while fostering a collaborative work environment.

WORK EXPERIENCE

Tax Supervisor

Pineapple Enterprises

📅 Mar / 2021-Ongoing
📍 Santa Monica, CA

- 1. Supervise tax preparation and compliance for corporate clients, ensuring accuracy and timeliness.
- 2. Established a sales tax exemption process with Oracle E-Business, ensuring accurate, paperless transactions.
- 3. Standardized sales tax filing procedures, reducing monthly close time by 60%.
- 4. Managed a team of 4 tax accountants, overseeing their training and development.
- 5. Prepared multi-state tax returns for various corporations on a regular basis.
- 6. Reviewed and amended tax returns to ensure compliance and accuracy.
- 7. Served as the primary contact for federal, state, and local tax return preparation for large entities.

Tax Supervisor

Silver Lake Enterprises

📅 Mar / 2018-Mar / 2021
📍 Seattle, WA

- 1. Played a key role in the design of tax operations for the Image Now implementation.
- 2. Oversaw the new tax center operations, managing over \$7 billion in annual revenue.
- 3. Provided guidance and training to staff on tax return preparation and compliance.
- 4. Reviewed federal and state returns to ensure accuracy and compliance with regulations.
- 5. Coordinated training for new staff, enhancing team capabilities.
- 6. Improved the tax return process by converting manual reports to automated formats.

EDUCATION

Bachelor of Science in Accounting

University of Illinois

📅 Mar / 2015-Mar / 2018
📍 Phoenix, AZ

Studied accounting principles, tax regulations, and financial reporting.

SKILLS



ACHIEVEMENTS

- ★ Streamlined tax filing process, reducing submission time by 50%.
- ★ Implemented a training program that improved team efficiency by 30%.
- ★ Achieved a 100% compliance rate on all federal and state tax returns.