

# ROBERT SMITH

## Volunteer Income Tax Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Volunteer Income Tax Assistant with 11+ years of experience in Communicating and enforcing written policies and procedures for program operations, including conducting regular on-site visits and client and program file reviews, and provide or arrange for in-service training for assistance programs, database management, center operations, program regulations for all Neighbourhood Center staff.

### CORE COMPETENCIES

Financial Modeling, Valuation, Financial Statement Analysis, Internal Controls, Budgeting, Credit Analysis, Month and year end closing of accounts.

### PROFESSIONAL EXPERIENCE

#### Volunteer Income Tax Assistant ABC Corporation - February 2014 – April 2022

##### Key Deliverables:

- Facilitated training for the volunteer tax preparers.
- Served taxpayer/clients.
- Set up the VITA work site.
- Updated and maintained social media.
- Directed, planned and executes the backbone infrastructure for the Strong Individuals and Families Impact Council to include priority setting; planning; implementation; budgeting; performance evaluation; fiscal and program monitoring; data analysis; management of monthly meetings with partner agencies and quarterly meetings of the full Impact Council.
- Fostered trust and mutual accountability and work collaboratively with nonprofit partners, community volunteers and staff to help the impact council achieve results through a collective impact lens.
- Monitored and evaluated program data reports and financial reports.

#### Volunteer Income Tax Assistant Delta Corporation - 2009 – 2014

##### Key Deliverables:

- Trained and certified by the IRS to assist low-income, elderly, disabled and limited English speaking families prepare federal and state tax returns.
- Utilized TaxWise software to generate income tax returns.
- Increased knowledge of tax law and income tax filing.
- Answered questions and advised clients on tax options.
- Volunteer as Certified Income Tax Assistant, Prepare US Income Tax return for .
- Learned practical knowledge & tax filing procedure of US Income Taxation.
- Volunteer in Garage sale and Documentary.

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### EDUCATION

Bachelor's

