

**Name**  
**Address**  
**Email/phone**

**PROFESSIONAL SUMMARY**

Business Administration student with recently-obtained Associate Degree in Accounting, currently pursuing Bachelor Degree in Accounting. Possess strong academic background with collaborative team work and leadership experiences. Excellent communication and interpersonal skills with proven ability to communicate with all individuals. Highly skilled in Microsoft Office, Windows XP, Peachtree, QuickBooks, and Internet.

**EDUCATION**

**Cuyahoga Community College** – Parma, Ohio

Completed Associate Degree in Business Administration – Accounting

Currently pursuing coursework towards Bachelor Degree in Business Administration – Accounting

**GPA: 3.14**

**Seattle Memorial College** – Seattle, WA

Completed two years and study towards Bachelor degree in Humanities. Related course work included: Math, Accounting, English, and Information Technology

**EMPLOYMENT HISTORY**

**COMPANY XXX** – Parma, Ohio

**2010 – Present**

*Tax Preparer*

**2011 – Present**

Volunteer for Income Tax Assistant and Tax Counseling Programs in Cleveland.

- Prepared tax return to keep clients from paying unnecessary taxes.
- Analyzed and verified tax forms, ensuring 100% accuracy of documents.
- Entered data into computer system, performed mathematical operations, and submitted forms to reviewer for final submission to appropriate government offices.

*Welcome Greeter*

**2010**

Initial point of contact to welcome and direct all tax filers coming into the office.

- Provided tax filers assistance in a friendly and positive manner, ensuring they felt comfortable and welcomed.
- Distributed information to tax filers, including necessary tax forms and general information.
- Scheduled appointments with our tax professionals, ensuring effective time management.
- Assisted tax professionals with small tasks, keeping the office running in an efficient and orderly manner.

**CERTIFICATIONS**

**Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE)**

**Web Page Designing and E-Commerce Specialist**

**2002-2003**

- Java, Flash, Photoshop

**Computer Application Certification**

**2001**

- Microsoft DOS, Word, Paint, Power point, HTML, Hardware/Software, Access

**VOLUNTEER WORK**

- Founded, managed and led entire operation of the program which collected food, clothes, and books for the homeless children of Salvador and South Africa.
- Lead fund raiser and was responsible for providing coordination between all sponsors, friends and volunteers to meet the established goals

**LANGUAGES**

- Fluent in Italian, Russian, and English languages