

Running Resumes
617-123-4567
Paul Revere

OBJECTIVE: Career oriented accounting and tax professional seeking position with a fast paced, dynamic company.

EDUCATION: University of Amherst, Amherst, MA

- Master of Science, Accounting 2008; GPA: 3.81
 - Bachelor of Business Administration, Accounting 2007; GPA: 3.61
Deans List
- CPA:** (*In Progress*), three out of four sections successfully completed.

EXPERIENCE

Ezekiel and Associates, Boston, MA
Associate, Tax

9/07 - 1/09

- Performed research credit studies: Led key Engineer interviews, reviewed narrative documentation and completed extensive excel data manipulation and analysis.
- Researched, summarized, and taught newly issued treasury regulations, including monetization of the research and AMT credits within the Economic Stimulus Act of 2008.
- Executed priority research related to tax saving opportunities which resulted in multi-million dollar tax savings for the client.
- Interacted directly with clients to add value to ongoing research credit studies by streamlining firm-client processes and data.
- Collaborated as part of a team in order to complete client service tasks, meeting deadlines, and deliverables efficiently and under budget.
- Taught the research credit and data manipulation techniques to internal transfers and newly hired personnel.
- Independently prepared tax returns, supporting work papers, and documentation for nonprofit entities on time for upper level review.
- FAS 109 experience

Boston Financial, Amherst, MA
Seasonal tax preparer

1/07 – 4/07

- Prepared personal tax returns for students, the elderly, and low income individuals.
- Maximized the tax refund for people who had no other source of tax preparation assistance.

Premiere Boston, Boston, MA
Intern, Audit and Tax

1/06 – 4/06

- Assisted in audit of a major multi-national corporation.
- Completed W-8 BENs and IMYs along with other foreign tax withholding forms within the IRC code section 1441 compliance group.
- Prepared and reviewed tax trial balances and completed sets of tax return work papers.
- Prepared, reviewed and filed federal and state extensions and tax returns.

SKILLS and ACCOMPLISHMENTS:

- Advanced Excel skills, Word, PowerPoint, Adobe PDF, Go Systems
- Treasurer; Theta Chi fraternity, Founder of the UMass Archery Club
- Raised over \$2,000 for charities through running races including a marathon.