

TAX ACCOUNTANT

Professional Summary

Skills

QuickBooks, CCH ATX, Microsoft Office Suite

- account reconciliation, accounting, administrative, bookkeeping, C, CA, consulting, contracts, credit, client, clients, documentation, filing, financial analysis, forms, funds, general ledger, MA, Mandarin, marketing, Excel, Microsoft Office Suite, payroll, QuickBooks, real estate, reporting, sales, tax compliance, tax, taxes, tax returns, telemarketing, venture capital

Work History

Tax Accountant , 01/2016 to Current

Company Name " City , State

- Prepared and reviewed hundreds of federal and multi-state tax returns for Individuals, Partnerships, LLCs, S Corporations, and C Corporations (1040/1040NR/1120/1120S/1065, AZ/ CA/ DE/ FL/ IL/ MA/ MN / NY/ WI state filing) Conducted consulting services for clients regarding their filing status and related tax issues Conducted foreign tax compliance, including foreign withholding taxes and foreign tax credit (Form 1042S /Form 5471 /Form 5472) Provided comprehensive bookkeeping and accounting services for multiple clients in various industries (manufacture, real estate, venture capital, hospitality industry, etc.) Managed general ledger transaction and reporting and performed account reconciliation Provided financial analysis for clients and assisted with documentation for annual audit Completed payroll, payroll tax deposits, payroll tax returns and 1099/W2 forms Prepared and filed monthly and quarterly sales and use tax deposit and tax returns Assisted clients to setup business, register federal and state tax information and dissolve business.

Intern , 07/2015 to 08/2015

Company Name " City

- Prepared applications for fund transfers and submitted to headquarter to ensure the circulation of funds Collected and sent contracts and invoices to banks Created Excel reports and updated the data for reconciliation.

Wholesale Banking Intern , 05/2014 to 08/2014

Company Name " City

- Organized marketing campaign to develop client relationship and complete business transactions Assisted client relationship manager with daily administrative work Conducted telemarketing and social media marketing to attract potential clients.

Education

Master of Professional Accountancy : 06/2016

University of California

Bachelor of Science : Accounting, Economics , 05/2015

The Pennsylvania State University, University Park

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Affiliations

Self-motivated tax accountant with more than 3 years of experiences in tax filing for individuals, pass-through entities and corporations. Prepared and reviewed hundreds of tax returns. Provided comprehensive accounting service for 20 ongoing clients. Receive all 5-star reviews from clients.

Interests

LEADERSHIP & VOLUNTEER , Pennsylvania State University Chinese Students and Scholars Association April 2013 - April 2014 Recreation and Sports Department Coordinator Planned and organized basketball matches and recreation events every semester Composed proposals for activities, coordinated and communicated with other departments Organized and supported 16 university team leagues, comprised of three hundred people

Languages

Fluent in Mandarin

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