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## Jane Thomas

123 Main Street, San Francisco, CA 94122  
Home: 000-000-0000 | Cell: 000-000-0000  
email@example.com

### Professional Summary

Ambitious Staff Tax Accountant experienced with comprehensive tax preparation and auditing tasks. Proficient in generally accepted accounting principles and related accounting and tax preparation software. Adept at the preparation of local state and federal taxes for both non-profit and for-profit organizations and companies.

### Core Qualifications

- Proficient in MS Office Suite and industry standard tax preparation software
- Knowledgeable of corporate and business tax laws
- Adept at detailed tax research and planning
- Experienced with the preparation of all tax return documents
- Excellent organizational and communication skills
- Adept at working with others to successfully complete various tasks
- Solid problem solving skills
- Good time management skills

### Experience

#### Staff Tax Accountant Law Offices of Dewy & Dewy

6/1/2004 - 9/1/2004  
New Parkland, CA

- Prepared monthly quarterly and annual documentation of tax payments.
- Prepared detailed reports of tax payments made to each associate.
- Performed detailed internal audits on a quarterly basis.
- Prepared local state and federal taxes for each employee of the firm. November 2004 to March 2006 Parkland Hospital — New Parkland CA Staff Tax Accountant
- Researched taxable deductions and applicable regulations regarding medical facilities.
- Prepared detailed reports of expenditures and assets for tax purposes.
- Ensured the timely preparation of required tax documents. July 2006 to August 2009 EZ Supply Shop — New Parkland CA Staff Tax Accountant
- Prepared and analyzed monthly tax documentation.
- Tracked client accounts and related invoices for tax purposes.
- Ensured that tax returns were prepared and filed on time. September 2009 to January 2014  
Parkland Industrial Supply Company — New Parkland CA Staff Tax Accountant
  - Computerized previous tax files.
  - Compiled information for internal and external audits.
  - Checked all tax documents for accuracy.

### Education

Degree  
University of California

2004  
New Parkland, CA

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