

JANE T. SMITH

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SUMMARY

Energetic Accounting student with a strong acumen for strategically managing challenging priorities. Possesses knowledge of individual taxation, accounts payable and receivable processes, client service, and upper-level managerial support. Seeking an engaging tax accounting position to gain experience in the financial industry.

EDUCATION

University of Baltimore, Baltimore, MD

Bachelor of Science in Business Administration, Accounting Specialization

December 20XX

Cumulative GPA: 3.504

Community College of Baltimore County, Catonsville, MD

Associate of Arts in Business Administration

August 20XX

Associate of Applied Science in Accounting

June 20XX

LEADERSHIP AND ORGANIZATIONS

American Institute of Certified Public Accountants (AICPA) Accounting Legacy Scholars Program, *Legacy Scholar*

AICPA Accounting Scholars Leadership Workshop, *Alumni*

Beta Alpha Psi Theta Iota Chapter- University of Baltimore, *Secretary*

Maryland Association of CPAs (MACPA), *Student Member*

ACCOUNTING RELATED WORK EXPERIENCE

Timonium, MD

CLIFTON LARSON ALLEN (CLA)

July 20XX - Current

Tax Intern

- Prepare corporate, partnership, and individual tax returns; and complete special projects utilizing various software programs.
- Work with a variety of associates, senior accountants, managers, and principals on assigned projects; build strong relationships in the firm and gain exposure to the knowledge and talents of multiple individuals.

University of Baltimore

ACHIEVEMENT AND LEARNING CENTER

January 20XX - May 20XX

Financial Management and Statistics Tutor

- Facilitated student learning by engaging the tutees in course related content discussions and general concept review to ensure their learning objectives.

Baltimore, MD

SOLOMON & NISLOW CPAs, P.A.

February 20XX - April 20XX

Tax Intern Position

- Prepared of tax returns via forms entry mode utilizing ATX software.
- Prepared Forms 1040, 1041, 1120, 1120S, 1065 Schedule K-1, and MD 510, including preparation of Schedules A, B and D.

Putty Hill, MD

JACKSON HEWITT TAX SERVICES

January 20XX - April 20XX

Licensed Tax Preparer (Seasonal)

- Created a comfortable and trustworthy atmosphere to enable clients to discuss their financials, lifestyle changes, and address any concerns openly during the stress of tax season.
- Gathered data and documentation for accurate tax preparation of electronic tax returns for individuals.

VOLUNTEERING

University of Baltimore

CENTER FOR EDUCATIONAL ACCESS

Spring & Fall 20XX

TECHNICAL AND SOFT SKILLS

ProSystems, Pfx Engagement, ATX Software, SAP, Docs Vault, ProFiler, Microsoft Excel, PowerPoint, and Word.