

SAM SMITH

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EXPERIENCED CORPORATE TAX AND INVESTMENT SERVICES PROFESSIONAL

Accounting & Business Analysis/Federal & Regulatory Compliance/Client Service & Investment Support

PROFESSIONAL SUMMARY

A conscientious and solutions-focused Corporate Tax/Investment Services/Accounting Professional with comprehensive and progressive industry experience and a proven record of optimizing efficiency and profitability through delivery of value-added systems, programs, and procedures. Documented track record of researching and analyzing complex operational issues and generating creative and viable solutions through acquired knowledge and experience. Team-player demonstrating a high-level of accuracy and thoroughness. Recognized for capacity to work autonomously as well as collaboratively, function in a dynamic and changing environment, and interact effectively with all levels of support staff and management. Ability to manage multiple responsibilities simultaneously, proactively resolve issues, and consistently meet and exceed established goals and objectives. Highly developed interpersonal, analytical, mathematical, problem-solving, and critical-thinking prowess with a solid understanding of accounting theory and concepts. Proficient in Microsoft Office. Typing Speed: 80 WPM.

CORE COMPETENCIES

- *Investment Guidance/Support*
- *Client Relations/Retention*
- *Revenue/Production Reporting*
- *Forecasting/Variance Analysis*
- *Data Compilation/Generation*
- *Audit Management/Controls*
- *Federal/Regulatory Compliance*
- *Research/Investigation/Analysis*
- *Sensitive Records Management*
- *Account Analysis/Reconciliation*
- *Tax Liability/Laws/Regulations*
- *Process/Procedure Improvement*
- *Tax Return/W2/1099 Processing*
- *Leave Accrual Review/Adjustment*
- *Payroll Processing/Administration*

LICENSURE/DESIGNATIONS

- FINRA Series 6 and Series 63 Licensed (Securities Investments)
- FINRA Series 65 Licensed (Investment Advisor)
- Any Town, USA Notary Public

PROFESSIONAL EXPERIENCE

ABC Company **Any Town, USA** **May 2006 - Present**
Investor Services Specialist, Client Services Division (Nov. 2007 - Present)

A financial services leader in public sector employee retirement products and services managing over \$30B in retirement plan assets for more than 900K individuals.

- Oversaw plan participant/investor communications for up to 950K accounts; provided timely and accurate responses to plan participants' questions or concerns regarding retirement plan, retirement account and investment options.
- Provided comprehensive information on plan guidelines, allocations and disbursement options, IRS tax requirements, share prices, mutual fund fees, and risk profiles.
- Promoted products and services and assisted with transaction processing.
- Trained, coached, and mentored Investor Service Associates; modeled customer service and promoted sales in every customer and associate interaction.

Selected Accomplishments:

- Assisted field representatives with account specific requests and facilitated smooth communication amongst the field, Information Technology, Investor Services Associates and plan participants.

Tax Specialist (Contractor), Tax and Regulatory Compliance (May 2006 - Oct. 2007)

- Prepared and accurately filed all business property declarations, business license tax, property tax, gross receipts, excise tax, and state business license registrations.
- Analyzed statements for determining tax liability according to prescribed laws and regulations.
- Assisted in the preparation and filing of federal/state tax extensions, state income and corporate franchise tax returns, and federal forms 990, 990-T, 1120, and 1120-RIC.
- Served as primary back-up for the Senior Tax Accountant; provided ongoing administrative and tax support to the Vice President, Tax Manager, Tax Department and Finance Department.
- Coordinated and prepared accounting reports for tax work-papers and spreadsheets.

PROFESSIONAL EXPERIENCE (CONTINUED)

ABC Company Any Town, USA Apr. 2005 - Apr. 2006
Contractor

One of the largest and most successful lodging companies with over 6K domestic and international hotels worldwide.

- Assisted with the preparation and accurate filing of tax documents and forms including Federal Form 1120, state franchise tax returns, annual reports, sales/use tax, business license registrations and federal and state estimated payments.
- Collected, analyzed, and loaded tax information into company database.
- Spearheaded special projects for the Audit Manager as assigned.

ABC Company Any Town, USA Nov. 2003 - Apr. 2005
Tax Consultant

An established provider of financial services including bookkeeping, tax returns, business audits and financial planning.

- Prepared, delivered, and maintained individual, corporation and partnership tax returns; conducted thorough interviews with clients, answered tax consultation inquiries, and met critical timelines.
- Researched IRS and state websites for beneficial tax credits and changes to law to provide maximum financial benefits to clients.
- Processed federal and state tax returns; verified for accuracy and followed bank agency compliance guidelines.
- Established and maintained strong working relationships with all customers and departmental staff; provided extraordinary service.

ABC Company Any Town, USA Jan. 2002 - Oct. 2003
Insurance Administrator, Purchasing Department

One of the largest general contractors in Any Town offering a full range of construction-related services in both the private and public sectors.

- Oversaw the owner controlled and contract controlled insurance programs for large-scale construction projects valued at over \$500M.
- Established and managed the insurance requirements for over 175 projects annually; answered sub-contractor and insurance agency inquiries and enforced necessary coverage and limitations compliance.
- Direct responsibility for updating and maintaining a network database; accurately loaded liability insurance information for each project.

ABC Company Any Town, USA Aug. 1998 - Sept. 2001
Payroll Accountant, Finance and Accounting Department

A private, nonprofit organization that promotes broad-based economic growth and the development of civil society in emerging democracies and developing countries.

- Produced and processed bi-monthly payroll and direct deposits for 250 domestic and international employees.
- Oversaw all payroll paperwork; gathered proper documentation for and deductions from pay in accordance with employee instruction and payroll laws and regulations.
- Captured and posted all account receivable transactions on a daily basis.
- Performed month end journal entries and bank reconciliation clean-up accounting functions; coded liability and cash end of payroll transactions.
- Produced, balanced, and reviewed monthly payroll general ledger report along with all quarterly and year-end tax and W-2 reporting; reconciled accrued salaries, leave accrual, pension liability, and payroll accounts.

EDUCATION

Bachelor of Science in Accounting - Baltimore City Community College, Baltimore, Maryland
Pursuing a Designation as a Certified Public Accountant (CPA) - Montgomery College, Takoma Park, Maryland

COMMUNITY INVOLVEMENT

- Secretary, Toastmasters International, 2011 - Present

References Furnished Upon Request