**Stephannie M. Ransom**

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**Professional Summary:**

Highly-professional and qualified Tax Preparer with a bachelor's degree in accounting and more than 5 years of experience in preparing and filing of tax returns as well as advising clients on tax issues. Possess strong ability to analyze and solve problems, communicate with different types of clients, and management. Posses strong knowledge of tax codes and technical aspects of tax preparations and compliance.

**Summary of Skills:**

* Solid accounting and tax preparation background and knowledge of tax corporate and general tax laws
* Experience in preparing both individual and business tax returns
* Proficient in QuickBooks, MS Word, Excel and Outlook
* Ability to work in fast-paced and dynamic environment
* Effective written and verbal communication and interpersonal skills
* Superior problem-solving abilities as well as good decision-making skills
* Good office management skills such as filing, typing and sorting data as well as strong analytical, and deductive reasoning skills
* Ability to provide exceptional client service and exhibit a sense of urgency to complete work in a timely and accurate manner
* Strong organizational skills with ability to effectively manage a variety of projects accurately and simultaneously within strict deadlines

**Work Experience:**

Tax Preparer

Anderson Group, San Francisco, CA

January 2016 – Present

* Preparing and filing simple and complex tax returns, company's year-end closing as well as filing annual tax reports
* Ensuring clients comply with federal and state tax laws
* Interviewing clients to get an exact picture of the financial situation
* Responding to internal revenue service, state and local government notices, and document requests
* Utilizing information provided by clients to prepare individual tax returns and inputting them into tax preparation software
* Assisting in providing exceptional client-services to establish and maintain strong working relationships with clients and increase retention by solving their taxation issues in a timely and efficient manner
* Following all company procedures regarding information handling to ensure client confidentiality
* Preparing tax returns in compliance with firm's policies and adhering to the firm's written tax practice standards as well as 1040 procedure manual
* Staying and maintaining up-to-date knowledge of latest tax laws, regulations and changes as well as researching tax questions.

Tax Preparer

Cloud Inc., San Francisco, CA

September 2014 - December 2015

* Prepared and field business and individual tax returns in time
* Assisted in preparing W-2 and 1099 payroll tax returns as well as reviewed 1040, 1120, 1120S, 1065, and 941 tax returns
* Completed tax forms in accordance with company's policies as well as in compliance with IRS regulations
* Consulted tax law handbooks or bulletins to determine procedure for preparation of atypical tax returns
* Prepared tax planning and projections for estimated tax liability
* Reviewed financial status and provided feedback to clients
* Researched tax questions as needed as well as stayed on top of new tax laws and changes

Tax Preparer Assistant

Aureus Group, San Francisco, CA

January 2013 - August 2014

* Assisted with gathering, entering and maintaining all data for tax returns in databases and tax programs accurately
* Set up tax preparation appointments as well as answered all tax-related questions through incoming calls and mails from clients
* Assisted in uncovering potential deductions and credits as well as ensuring clients didn't pay extra taxes
* Participated in cross-audits and checking of tax returns prepared by other team members
* Assisted with accounting and bookkeeping processes from journal entries to financial statements
* Assisted in researching complex tax issues and questions to provide accurate information to the clients
* Performed administrative tasks including billing, updating emails, and clients' personal information, and assisted with various office duties as well

**Education:**

* Bachelor's Degree in Accounting  
  San Francisco State University, San Francisco, CA  
  2011

**Certifications:**

* Certified Public Accountant   
  2012

**Reference:**

On request.