



Nathan Rhodes

Certified Public Accountant (CPA)

📞 (310) 555-0123 ✉️ nathan.rhodes@example.com

🌐 linkedin.com/in/nathanrhodes 📍 1234 Maple Avenue, Los Angeles, CA 90001

STRENGTHS

- 🗨️ **Strong Communication Skills**
Consistently build connections, gaining executive trust through clear insights during client interactions.
- 👤 **Client-Centric Approach**
Emphasize client needs first, consistently enhancing relationship strength and loyalty through tailored advice.
- 🔄 **Adaptability**
Navigate shifting demands, supported by immediate strategic shifts that contribute positively to firm objectives.
- 👥 **Leadership & Mentorship**
Actively mentor juniors, creating a supportive environment where knowledge sharing leads to improved departmental performance.
- 🔍 **Analytical Problem-Solving**
Employ analytical strategies backed by comprehensive tax regulation knowledge yielding effective client outcomes.

SKILLS

Corporate Tax Preparation

IRS Representation

Tax Compliance

Client Relationship Management

Financial Statement Analysis

Tax Research and Planning

LANGUAGES

English Native

Spanish Intermediate

SUMMARY

Detail-oriented CPA with over 5 years of extensive experience in public accounting, specializing in corporate tax return preparation and client representation before the IRS. Proven expertise managing multiple client engagements while ensuring compliance with federal and state tax regulations. Demonstrated ability to build and maintain strong client relationships through proactive communication and holistic tax planning strategies. Passionate about mentoring junior staff and contributing to a collaborative team environment. Excited about potential contributions and eager to add value at Brighton Tax Solutions.

EXPERIENCE

Senior CPA

Greenfield Accounting Services 📅 January 2021 - Present 📍 San Diego, CA

Provide expert-level oversight on corporate tax return preparations, primarily focusing on S-Corporation filings. Lead client engagements to ensure compliance and foster enduring trust through proactive communications and precise technical assistance.

- Prepare and review corporate tax returns including S-Corporation (1120S) filings, emphasizing accuracy and compliance with tax laws.
- Represent clients effectively during IRS audits by thoroughly preparing documentation and addressing inquiries efficiently.
- Conduct strategic tax research, delivering accurate guidance that helps clients navigate complex requirements and seize financial opportunities.
- Foster strong client relationships by engaging in meaningful communication, thus enhancing client retention and satisfaction.
- Mentor junior accountants, fostering their growth and enhancing overall team capabilities in delivering quality service.
- Advise business owners on tax planning initiatives that directly support business goals and enhance profit margins.

Tax Consultant

Horizon Tax Advisors 📅 June 2018 - December 2020 📍 Los Angeles, CA

Specialized in assisting clients with corporate and partnership tax return submissions while providing actionable insights for strategic planning. Fine-tuned processes to enhance service delivery efficiency and streamline compliance checks.

- Assisted in the comprehensive preparation of both corporate and partnership tax returns, ensuring compliance with all tax regulations.
- Worked collaboratively on developing tailored tax planning strategies that yielded tangible savings for diverse clientele.
- Overviewed responses for IRS representation, ensuring meticulous preparation of all required audit documents.
- Maintained open communication lines, significantly boosting client satisfaction rates and nurturing long-lasting partnerships.
- Integrated continuous professional learning to remain adept in evolving tax regulations and practices.
- Engaged as a resource among peers for nuanced problem resolution, frequently sought after for specialized tax insights.

Junior Tax Associate

Blue Sky Financial Group 📅 July 2016 - May 2018 📍 Los Angeles, CA

Focused on preparing individual and corporate returns while collaborating closely with senior accountants. Built a solid foundation in tax regulations and effective client communication.

MY CAREER



● Senior CPA at Greenfield Accounting Services (5.5 Years)

● Tax Consultant at Horizon Tax Advisors (2.5 Years)

● Junior Tax Associate at Blue Sky Financial Group (1.8 Years)

- Prepared individual and corporate tax returns with precision to meet federal and state guidelines effectively.
- Supported tax research efforts aimed at refining submission accuracy and expediting client response times.
- Built lasting rapport with clients through transparent communication and a genuine understanding of their needs.
- Assured timely completion of services under tight deadlines, showcasing time management and prioritization skills.
- Participated actively in internal training programs, securing deeper insights into regulations and systems used.
- Collaborated tightly with teams to refine procedures leading to seamless incorporation of best practices in tax prep.

LEADERSHIP & AWARDS

- Dean's List, University of California, Los Angeles, 2014-2016
- Recipient, Accounting Excellence Scholarship, 2015

EDUCATION

Bachelor of Science in Accounting

University of California, Los Angeles 🎓 GPA: 3.7 📅 2016 📍 Los Angeles, CA

Coursework: *Corporate Finance, Business Law, Taxation, Managerial Accounting*

CERTIFICATIONS

- Certified Public Accountant 📅 2017
- Continuing Professional Education (CPE) 📅 2022

TECHNICAL SKILLS

- **Tax Software:** Intuit ProConnect, Thomson Reuters UltraTax, Drake Tax
- **Project Management Tools:** Trello, Asana, JIRA
- **Microsoft Office Suite:** Excel, Word, PowerPoint
- **Financial Reporting Standards:** GAAP, IFRS
- **Communication Tools:** Slack, Zoom, Microsoft Teams
- **Data Analysis Tools:** Tableau, Microsoft Power BI, Google Analytics
- **Research Platforms:** CCH Axcess, Bloomberg Tax, LexisNexis
- **Collaboration Software:** Dropbox, SharePoint, Google Drive
- **E-filing Systems:** 123PayStubs, eSmart Tax, eFile.com
- **Consulting Services:** Business Advisory, Risk Management Consulting, Strategic Planning

PROFESSIONAL AFFILIATIONS

- Member, California Society of CPAs
- Volunteer Tax Preparer, Volunteer Income Tax Assistance (VITA) Program

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST