

Vikram Kramer

Tax Associate

☎ (313) 555-1234 ✉ vikram.kramer@example.com 💼 linkedin.com/in/vikramkramer 📍 1234 Maple St, Detroit, MI 48201

SUMMARY

Dynamic Tax Associate with two years in tax preparation and consulting, dedicated to relationship building and innovative solutions. Skilled at leveraging modern tools, particularly CCH ProSystem, to ensure compliance and optimize strategies for clients. Energetic contributor to team dynamics with a commitment to professional growth and continuous learning in the evolving landscape of tax regulations. Eager to embrace leadership opportunities while supporting a family-friendly culture nurturing both client relationships and associate development.

EXPERIENCE

Tax Associate

Distinct Tax Solutions 📅 June 2025 - Present 📍 Bloomfield Hills, MI

Steered tax-related projects catering to both corporate and individual client bases within a collaborative framework. Promoted efficient workflows utilizing cutting-edge technology. Delivered significant insights from client consultations contributing to optimized taxation strategies that elevated satisfaction and compliance.

- Prepared a range of individual and corporate tax returns, ensuring adherence to all current IRS guidelines.
- Collaborated effectively with team members on tax planning initiatives that decreased overall client tax liabilities.
- Employed CCH ProSystem software to ensure accuracy and efficiency during the tax preparation process.
- Participated actively in client meetings, offering clear advice that clarified complex tax positions.
- Committed to ongoing learning through attendance at seminars aimed at addressing updates in tax legislation.
- Cultivated a supportive atmosphere, frequently mentoring junior staff as they navigated their early careers.

Tax Intern

Smith & Associates Accounting 📅 January 2025 - May 2025 📍 Warren, MI

Engaged in hands-on experiences preparing tax documents under close supervision, establishing core foundations in tax processes and software utilization. Developed robust research skills aiding senior associates in crafting effective tax strategies.

- Assisted seasoned tax professionals by helping prepare accurate documentation for individual clientele.
- Conducted supplementary research on tax statutes to aid in the formulation of strategic tax deductions.
- Took part in discussions concerning client-specific optimization plans during collaboration meetings.
- Utilized CCH ProSystem diligently, enhancing uptick in productivity across tax submissions.
- Facilitated timely filing of taxes by collaborating with teams for swift internal audits and checks.
- Supported additional compliance efforts that protected firm integrity and improved service delivery.

LEADERSHIP & AWARDS

- Recognized Employee of the Month for outstanding performance and customer service.
- Awarded Certificate of Excellence for contribution to optimizing tax workflow processes.

EDUCATION

Bachelor's Degree in Accounting

University of Michigan 🎓 GPA: 3.8 📅 2026 📍 Ann Arbor, MI

Coursework: Financial Statements, Tax Law, Auditing Principles, Managerial Accounting

CERTIFICATIONS

- CPA Candidate 📅 2027
- IRS Annual Filing Season Program – Certification 📅 2026

TECHNICAL SKILLS

- **Tax Software:** CCH ProSystem, Drake Tax, ProConnect
- **Project Management Tools:** Asana, Trello, Microsoft Project
- **Communication Tools:** Microsoft Teams, Slack, Zoom
- **Accounting Standards:** GAAP, IFRS, SAS 70
- **Data Analysis Tools:** Excel, SPSS, R
- **Presentation Software:** PowerPoint, Google Slides, Prezi
- **File Sharing Systems:** Dropbox, Google Drive, OneDrive

- **Market Research Tools:** Qualtrics, SurveyMonkey, Tableau
- **Compliance Software:** Intuit ProConnect, Thomson Reuters Checkpoint, Wolters Kluwer CCH Axcess
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho

SKILLS

- Tax Preparation
- Team Collaboration
- Regulatory Knowledge
- Risk Management
- CCH ProSystem
- Research and Analysis
- Investment Taxation
- Communication Skills
- Tax Compliance
- Document Review
- Audit Support
- Analytical Thinking
- Client Relations
- Strategic Planning
- Financial Reporting
- Time Management

PROFESSIONAL AFFILIATIONS

- Member of National Association of Tax Professionals.
- Volunteer for community financial literacy workshops.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST