

Travis Pearson

Transaction Tax Compliance Intern

(217) 555-1234

travis.pearson@example.com

linkedin.com/in/travispearson

1234 Maple Street, Springfield, IL 62704

STRENGTHS

- ★ **Strong initiative**
Took charge in a fast-paced internship, proving adaptability while exceeding expectations time after time.
- 👥 **Team collaboration**
Successfully worked alongside senior accountants, fostering open communication and collective problem-solving skills.
- ✓ **Detail-oriented approach**
Diligently checked records against tax regulations, consistently ensuring compliance and accuracy.
- 📊 **Analytical skills**
Demonstrated ability to interpret financial data effectively, assisting with strategic decision-making on projects.
- 📖 **Commitment to learning**
Regularly pursued opportunities for personal skill enhancement through workshops and online courses.

SKILLS

Microsoft Excel Tax Compliance

Data Analysis

Documentation Management

Research Skills

Client Communication

Team Collaboration

Problem Solving Attention to Detail

Project Coordination

Time Management

Presentation Skills

Critical Thinking

Regulatory Knowledge

Reporting Skills

SUMMARY

Detail-oriented intern enthusiastic about contributing to compliance team efforts. Currently pursuing an Accounting degree at the University of Illinois, with hands-on experience in tax filing and preparatory tasks. Proven success maintaining accuracy in tax-related processes and collaborating effectively with senior accountants. Eager to support diverse financial activities, ensuring efficient workflow while resolving jurisdictional issues. Committed to continuous learning and improving financial operational practices within a supportive team environment.

EDUCATION

Bachelor of Science in Accounting

University of Illinois 🎓 GPA: 3.0 📅 2026 📍 Champaign, IL

Coursework: *Intermediate Accounting I, Corporate Finance, Business Statistics, Federal Income Taxation*

TECHNICAL SKILLS

- **Microsoft Office:** Excel, Word, PowerPoint
- **Tax Software:** TurboTax, H&R Block
- **Statistical Tools:** SPSS, R
- **Data Analytics Tools:** Tableau, SQL
- **Accounting Standards:** GAAP, IFRS
- **Collaboration Tools:** Slack, Microsoft Teams
- **Presentation Tools:** Prezi, Google Slides
- **Project Management Tools:** Trello, Asana
- **Communication Tools:** Email, Chat
- **Research Tools:** Google Scholar, JSTOR

EXPERIENCE

Tax Compliance Assistant

Brighton Financial Services 📅 January 2025 - Present 📍 Chicago, IL

Providing support to lead accountants in tax compliance strategies while actively engaging in various return preparation techniques.

- Assist in preparing and filing tax returns for individuals and businesses.
- Maintain detailed records of tax payment transactions and relevant documentation.
- Collaborate with colleagues to address client inquiries regarding taxing jurisdictions.
- Prepare month-end reports summarizing completed tax filings.

Intern

Greenfield Accounting Firm 📅 June 2024 - December 2024 📍 Peoria, IL

Supported seasoned accountants with document preparation and compliance strategies focusing on effective execution.

- Aided in the development of accurate tax filings and necessary documentation.
- Conducted thorough research on state and federal tax regulations.
- Assisted proactively in organizing client records and assembling monthly summaries.
- Strengthened communication lines to ensure clarity in financial expectations.

Volunteer Tax Preparer

VITA Program 📅 January 2024 - April 2024 📍 Springfield, IL

Volunteered to assist low-income communities by preparing and filing tax returns under professional supervision.

- Worked closely with clients during tax preparation sessions, ensuring accurate reporting.
- Educated clients about their tax obligations and refunds.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Tax Compliance Assistant at Brighton Financial Services (1.4 Years)

● Intern at Greenfield Accounting Firm (6 Months)

● Volunteer Tax Preparer at VITA Program (3 Months)

- Collected and managed sensitive documents carefully, upholding confidentiality standards.
- Established strong rapport with participants, which fostered community trust.

LEADERSHIP & AWARDS

- Dean's List for two consecutive semesters for high academic performance.
- Outreach Excellence Recognition awarded for volunteer contributions to VITA program.

CERTIFICATIONS

- Certified Tax Preparer 📅 2026
- Financial Planning Certificate 📅 2025

PROFESSIONAL AFFILIATIONS

- Member of Accounting Society at University of Illinois, participating in workshops and networking events.
- Active participant in campus finance seminars and student-led workshops enhancing practical skills.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST