

Aisha Patel

aisha.patel.taxprep@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/aisha-patel

SUMMARY

Detail-oriented Tax Preparer with over 5 years of experience in individual and corporate tax preparation. Proven track record of optimizing tax processes and maximizing client refunds through comprehensive knowledge of tax regulations and software.

EXPERIENCE

Senior Tax Preparer

Jan 2022 - Present

Tax Solutions Inc., San Francisco, CA

- Increased client refund amounts by an average of 15% by utilizing advanced tax strategies and deductions.
- Streamlined tax preparation processes, reducing preparation time by 30% through implementation of new software tools.
- Managed a portfolio of over 300 clients, providing personalized tax solutions and ensuring compliance with state and federal regulations.

Tax Associate

Mar 2018 - Dec 2021

H&R Block, San Francisco, CA

- Prepared over 500 individual tax returns annually, achieving a 98% accuracy rate.
- Conducted tax workshops for clients, boosting client retention by 20% and enhancing community relationships.
- Utilized ProConnect Tax Online to streamline filing processes and improve turnaround time.

Tax Intern

Jan 2017 - Dec 2017

Green & Associates, San Francisco, CA

- Assisted in preparing tax returns for more than 200 clients, gaining hands-on experience in tax law and regulations.
- Collaborated with senior tax preparers to identify potential tax savings leading to an average of \$1,000 additional refunds per client.
- Learned to utilize tax software including TurboTax and Drake Tax in a fast-paced environment.

EDUCATION

Bachelor of Science in Accounting

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Tax Preparation, Financial Analysis, Regulatory Compliance, Client Relationship Management

Tools & Frameworks: ProConnect Tax Online, TurboTax, Drake Tax