

Tax/Finance Resume

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PROFILE:

M.B.A. in Taxation and Finance with **5 years experience** in Accounting. Strengths include: self-motivation, ability to undertake complex projects alone or in groups, broad base of knowledge and experience in most areas of business, easily adapts to new work situations and technology. Seeking career in public accounting.

EDUCATION:

Frank G. Zarb School of Business, Hofstra University, Hempstead, N.Y.

- M.B.A. in Finance and Taxation, **G.P.A. 3.95**, May 2005
- B.B.A. in Accounting, **G.P.A. 3.4**, May 2003, **Full academic scholarship**

QUANTATATIVE PROJECTS:

- Examined several business alternatives using discounted cashflows, IRR, and NPV under different required rates of return and business assumptions
- Used regression analysis to develop the best model that could reliably predict oil consumption based on multiple factors for an imaginary firm.
- Researched and analyzed the business decisions that allowed Intel to become and maintain its position as the leader in computer microprocessors over the past 20 years. Including compiling 10 years of financial statements.
- Used chain ratio analysis, multi-dimensional scaling, TOWS, BCG Matrix, GE Multi-Factorial Analysis and other analytical tools to determine the best business decision for 10 business cases from the Harvard Review.
- Developed a business plan, marketing plan, and forecasted five years of financial statements for a start up security camera business seeking investors. Presented business plan to panel of investors using Power Point.

EXPERIENCE:

Paul P. Andris, C.P.A., C.I.R.A., Muttontown, N.Y.

Staff Accountant (2000 - Present)

- Advise, Plan and Prepare federal, state, and local tax returns, both yearly and quarterly, for companies in a variety of industries with **up to and over \$1,000,000** in assets and/or sales per year
- Perform offsite client services including setting up computerized books and records, training employees to keep accounts payable, accounts receivable, check register and other records, tax preparation, payroll and review records for completeness and accuracy
- Assist partners in preparing statements of financial condition, financial statements and **audited documents**
- Implemented time saving automation process and developed prototype website using HTML
- Prepare government employment reports
- Prepare **Corporate Records, Articles of Incorporation and Corporate Minutes**
- Oversee and perform Customer Relation Management, accounts payable and receivable, federal and state tax communications, computer maintenance and upgrades, payroll records, general inquiries and tax advisement

Finance Department, Hofstra University, Hempstead, N.Y.

Graduate Assistant (September 2003 – May 2004)

- Compiled statistics from the Federal Reserve in SPSS, SAS and Excel format
- Aided in the preparation of tenure and award applications and provided tutoring to finance students

HONORS/ACTIVITIES:

- *Beta Alpha Psi*
- *Phi Eta Sigma*
- *Golden Key National Honor Society*
- *Hofstra University Symphonic Band*
- *Hofstra University Rugby Football Club (H.U.R.F.C.)*
- *Provost Sanford S. Hammer Endowed Distinguished Academic Scholarship*

COMPUTER SKILLS:

- Expert in: Windows (95, 98, 2000, NT, XP), Microsoft Office XP and earlier versions
- Expert in: Quickbooks, Proseries, Peachtree, T-value
- Expert in: Adobe Acrobat v.5.0 and 6.0, Omniform, various graphics programs including Print Artist 6.0 and Adobe
- Working knowledge of: SPSS, SAS, HTML, Visual Basic, office networking and computer hardware.