|  |
| --- |
| John Doe |
| SummaryDetail-oriented and motivated recent graduate with a strong foundation in accounting principles and tax preparation. Eager to apply analytical skills and knowledge of tax regulations in a professional setting.Work Experience**Intern Tax Preparer Jan 2023 – Apr 2023**ABC Accounting Services Springfield, IL* Assisted in preparing tax returns for over 50 clients, ensuring compliance with federal and state regulations.
* Conducted data entry and verification of client financial documents to improve accuracy by 15%.

**Customer Service Representative May 2021 – Dec 2022**XYZ Financial Services Springfield, IL* Provided exceptional customer service, addressing inquiries related to tax documentation and procedures.
* Collaborated with the tax team to streamline client onboarding processes, reducing processing time by 10%.

EducationBachelor of Science: Accounting May 2022*University of Illinois**Urbana-Champaign, IL*certifications* IRS Annual Filing Season Program Certificate – IRS – 2023
 | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsTax PreparationAccounting PrinciplesData EntryCustomer ServiceFinancial ReportingExcelAttention to DetailTime ManagementProblem Solving |