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| John Doe | | |
| Summary  Detail-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%.   Education Bachelor of Science: Accounting May 2022 *University of Illinois**Urbana-Champaign, IL*  certifications   * IRS Annual Filing Season Program Certificate – IRS – 2023 | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Tax Preparation  Accounting Principles  Data Entry  Customer Service  Financial Reporting  Excel  Attention to Detail  Time Management  Problem Solving |