|  |  |  |
| --- | --- | --- |
| Jane Smith | | |
| Summary  Dedicated tax preparer with over 5 years of experience in individual and small business tax preparation. Proven track record of identifying tax savings opportunities and ensuring compliance with changing tax laws.  Work Experience  **Tax Preparer May 2020 – Present**  LMN Tax Services Chicago, IL   * Prepared and filed over 200 individual and business tax returns with a 98% accuracy rate. * Identified tax credits and deductions, saving clients an average of $5,000 annually.   **Junior Tax Consultant Jan 2018 – Apr 2020**  PQR Accounting Firm Chicago, IL   * Assisted senior tax consultants in preparing complex tax returns and conducting client interviews. * Developed and maintained client relationships, resulting in a 20% increase in repeat business.   Education Bachelor of Arts: Accounting May 2017 *DePaul University**Chicago, IL*  certifications   * Certified Public Accountant (CPA) – Illinois Board of Examiners – 2019 | Contact  (987) 654-3210  jane.smith@example.com  Chicago, IL 60601  Skills  Tax Preparation  Tax Law Compliance  Client Consultation  Financial Analysis  QuickBooks  IRS Regulations  Tax Software Proficiency  Problem Solving  Time Management |