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| Jane Smith |
| SummaryDedicated 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.

EducationBachelor of Arts: Accounting May 2017*DePaul University**Chicago, IL*certifications* Certified Public Accountant (CPA) – Illinois Board of Examiners – 2019
 | Contact(987) 654-3210jane.smith@example.comChicago, IL 60601SkillsTax PreparationTax Law ComplianceClient ConsultationFinancial AnalysisQuickBooksIRS RegulationsTax Software ProficiencyProblem SolvingTime Management |