

# BILLY BRONCO

Pomona, CA 91768 (909) 869-0000 [bbronco@cpp.edu](mailto:bbronco@cpp.edu) [linkedin.com/bbronco](https://www.linkedin.com/bbronco)

## EDUCATION

California State Polytechnic University, Pomona

**Bachelor of Science in Business Administration, Accounting** May 2021

Accounting GPA: 3.51

XYZ Community College, City, CA

**Associate in Arts in Liberal Arts and Sciences, Business** August 2019

## WORK EXPERIENCE

**CPP CPA, Pomona, CA**

September 2019- May 2021

*Accounting Intern*

- Performed bookkeeping responsibilities for client businesses
- Prepared Statement of Information for clients and mail the forms to the Secretary of State
- Assisted with the formation of a corporation by preparing Bylaws and Initial Minutes for clients
- Bate stamped legal documents for multiple client cases and depositions
- Processes payments through Quickbooks and create an A/R Aging schedule
- Prepared 1099- MISC and 1099- INT forms along with Form 1096 and mailed to IRS and recipients

**City of Pomona, Pomona, CA**

September 2016- August 2019

*AB Hall Attendant*

- Followed appropriate policies and procedures regarding fire and health regulations
- Provided clerical support for the supervisor by filing and maintaining event contracts
- Delivered excellent customer service by handling client issues in a professional manner
- Assign the responsibility to train and monitor multiple new hires

**Volunteer Income Tax Assistant (VITA), Pomona, CA**

January 2019- April 2019

*Student Volunteer*

- Prepared federal and state tax returns for families or individuals making less than \$54,000 annually while accurately inputting taxpayer's information into the IRS database
- Handled taxpayer's confidential information with integrity and responsibility while completing intake forms and gathered appropriate documentation required to complete the return
- Performed arithmetic calculations to determine the appropriate amount of the return
- Worked with document such as 1099-R, W-2, W-2G, 1098-T, 1040, 1095-B, 1095-C

**XYZ Federal Credit Union, West Covina, CA**

August 2015- February 2016

*Accounting Assistant*

- Completed daily balancing which included account reconciliation
- Prepared and posted journal entries into the general ledger
- Managed monthly prepaid and accrual accounts on Excel and general ledger
- Entered and revised member's data information on Excel and banking software
- Assisted the supervisors with an audit from the NCUA

## SKILLS

Valuable experience handling confidential material and information, performing large amounts of data entry efficiently and effectively, and experience working in team environments

**Technical Skills:** Excel functions such as H-lookups, V-lookups, Pivot Tables, and Microsoft Office