

# Ann Audit

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**OBJECTIVE: Seeking a Tax Consultant position at Deloitte**

## EDUCATION

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Colorado State University – Fort Collins, CO May 20XX  
**Master of Accountancy – Tax Certificate** **GPA: 4.00**

Colorado State University, Fort Collins, CO May 20XX  
*Bachelor of Science, Business Administration* *GPA: 3.50*  
*Concentration: Accounting Minor: Economics*

## ACCOUNTING EXPERIENCE

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Department of Accounting, Colorado State University – Fort Collins, CO  
**Accounting Teaching Assistant** January 20XX – Present

- Provide academic support to 110+ students enrolled in 2 sections of Intermediate Accounting I
- Conduct student evaluations through grading of assignments, quizzes, and examinations
- Assist in teaching through office hours (10hrs/week) and substitute lecturing

Beta Alpha Psi (Gamma Tau Chapter), Colorado State University – Fort Collins, CO  
**Reporter** January 20XX – Present

- Maintain attendance at meetings and track community service hours for all BAP members
- Compile and communicate reports to the International Beta Alpha Psi Board of Directors
- Update the chapter on progress towards established semester and annual goals

Volunteer Income Tax Assistance (VITA) – Fort Collins, CO  
**Tax Preparer** January 20XX – April 20XX

- Prepared federal and state tax returns for low-income, elderly, and limited English households

H&R Block – Windsor, CO  
**Tax Preparer (Seasonal)** December 20XX – April 20XX

- Prepared federal and state income tax return forms for 60+ individuals and small business owners
- Furnished clients with up-to-date tax information to ensure accurate tax form completion
- Advised clients on proactive strategies for future tax returns

Community Aid Works – Fort Collins, CO  
**Bookkeeper** April 20XX – July 20XX

- Excelled in managing, reconciling and balancing over 1500 student accounts annually
- Improved protocol for collection of delinquent payees by 30% through diverse notification methods
- Catalogued and organized over 3000 confidential student records

## ADDITIONAL EXPERIENCE

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Apartment Life, Colorado State University – Fort Collins, CO  
**Community Coordinator** June 20XX – Present

- Implement and evaluate a variety of educational, social, and cultural programs to promote community development
- Manage community security and solve resident challenges to ensure safe living environment

## ACHIEVEMENTS & INVOLVEMENTS

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Student Ambassador – ASWA Northern Colorado Chapter 20XX  
Roger CPA Campus Representative – Colorado State University 20XX  
Alpha Phi Gamma Chapter Advisor – Colorado State University 20XX  
Award for Excellence – Community Aid Works 20XX