



Partners in Your Success

Rm 3M01, AC Building

<https://www.york.cuny.edu/student-development/career-services>

## **GUY BREWER**

20 York College Blvd. ▪ Jamaica, NY 11451

(347) 123-4567

Yorkcollegevita@gmail.com

### **OBJECTIVE**

To promote your firm's mission and reputation, by transferring my leadership and teamwork success, and my mastery of accounting, in an entry-level position.

### **EDUCATION**

City University of New York, York College, Jamaica, NY

**Bachelor of Science in Accounting, Expected May 2018**

**GPA: 3.25/4.0**

### **RELEVANT COURSEWORK**

Principles of Accounting I & II, Intermediate Accounting I & II, Business Finance, Writing for Business, Cost Accounting I

### **RECOGNITIONS**

Dean's List, Spring and Fall, 2016

Completed Levels 1-3, IRS VITA certification exams

Certificate of Appreciation, IRS

Letter of Recognition, VITA Site Coordinator

### **EXPERIENCE**

York College, Volunteer Income Tax Assistance (VITA) Program

Jamaica, NY

**Program Manager & Tax Preparer – Advanced level**

01/2010-04/2010

#### **Managing:**

- Worked an average of 25 hours per week during the tax season.
- Interviewed, selected, and trained new volunteers for the tax season; Prepared members' work schedule; Provided assistance, support and supervision for new volunteers. Evaluated the volunteer performance and provided feedback.
- Prepared daily reports summarizing the activity at the site - the number of tax returns prepared, transmitted and rejected.

#### **Tax Preparation:**

- Personally prepared more than 50 Federal and New York State tax return, assisted in helping to prepare over 2,500 tax returns for the 2016 filing season
- Reviewed completed tax returns prior to IRS transmission. Researched tax issues and contacted the IRS and NYS tax officials when necessary
- Corresponded with the program's Bank Partners

#### **Customer Service:**

- Interviewed tax clients and responded to their concerns and inquiries Participated in community outreach and tax awareness seminars
- Contacted clients to resolve issues with rejected tax return. Created a filing system to safeguard taxpayers information

### **PROFESSIONAL AFFILIATIONS**

New York State Society of Certified Public Accountants (NYSSCPAs); American Institute of Certified Public Accountants (AICPA); Secretary (Fall 2016), York College Accounting Society; Chapter President (Spring 2016), National Association of Black Accountants (NABA)

### **ACCOUNTING SOFTWARE**

Proficient in QuickBooks Professional, Peachtree, TaxWise, Microsoft Word, Excel, PowerPoint



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## **GAL BREWER**

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(347) 123-4567 ▪ [Yorkcollegevita@gmail.com](mailto:Yorkcollegevita@gmail.com)

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### **OBJECTIVE**

To promote your firm's mission and reputation, by transferring my track record of success, and my proven skills, in an entry-level position.

### **EDUCATION**

City University of New York, York College, Jamaica, NY

**Bachelor of Science in Accounting, Expected May 2018**

**GPA: 3.25/4.0**

### **RELEVANT COURSEWORK**

Principles of Accounting I & II, Intermediate Accounting I & II, Business Finance, Writing for Business, Cost Accounting I

### **RECOGNITIONS**

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Certificate of Appreciation, IRS

Letter of Recognition, VITA Site Coordinator

### **EXPERIENCE**

York College, Volunteer Income Tax Assistance (VITA) Program	Jamaica, NY
IRS Certified Volunteer Tax Preparer – Mid level	01/2010-04/2010

- **Teamwork:** Provided assistance and support for new interns. Prepared daily reports summarizing the activity at the site - the number of tax returns prepared, transmitted and rejected.
- **Tax Preparation:** Actively Participated in VITA, helping to prepare over 2,500 tax returns for the 2016 filing season; Prepared Federal and New York State tax returns. Performed stage 1 quality review of returns
- **Customer Service:** Interviewed tax clients and responded to their concerns and inquiries Contacted clients to resolve issues with rejected tax return

### **PROFESSIONAL AFFILIATIONS**

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