

Curriculum Vitae

PERSONAL

Name

Georgia Mayne

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RESUME OBJECTIVE

Licensed certified public accountant in the state of Texas with 8+ years of experience in tax accounting, internal auditing, and financial analysis. At ABC Firm, monitored company expenses for 40 projects and prepared multi-state tax returned compliant with tax law regulations. Seeking an opportunity to help a business make informed financial decisions.

WORK EXPERIENCE

Apr 2018 - Present

Tax Accountant

ABC Firm, Dallas, TX

- Identify discrepancies in balance sheets that prevented a loss of \$60,000.
- Prepare multi-state tax returns in compliance with state and federal law.
- Maintain consistent relationships with auditors and represented the company in audit checks.
- Research tax regulations and analyze financial statements to ensure documentation correctness.
- Take part in quarterly financial planning and implemented tax strategies to minimize financial risks.

Nov 2015 - Apr 2018

Assistant Tax Accountant

XYZ Corp., Austin, TX

- Assisted clients with IRS-related procedures.
- Prepared occupation, income, and property tax services for individuals and small businesses.
- Provided taxation consultancy and explained the intricacies of tax laws to individuals and businesses.
- Researched complex tax issues to ensure all relevant deductions.

EDUCATION AND QUALIFICATIONS

2015

Master's in Accountancy

University of Texas, Dallas, TX

2012

Bachelor of Arts in Accounting and Science in Taxation

Houston University, Houston, TX

SKILLS

Tax preparation



QuickBooks



Financial analysis



Tax law



Auditing



Internal controls



Data analysis

