

## PERSONAL

- Name**  
Frank Melixon
- Address**  
123 Anywhere Avenue  
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# FRANK MELIXON

Certified tax preparer with extensive knowledge of state and federal tax regulations and 5 years of experience evaluating and preparing tax returns. Administered 120 tax reports for the past tax season, maintaining 100% accuracy and ensuring all clients receive the maximum benefits allowed by law. Helped a key client save \$100,000 by identifying a recurring error. Seeking a tax deduction and compliance position at ABC Taxes.



## WORK EXPERIENCE

- Sep 2021 - Present **Tax Preparer**  
ABC Firm, Juneau, AK
  - Manage client files and reports while ensuring confidentiality using TaxAct and QuickBooks software.
  - Prepare annual and monthly tax reports for individual and small business clients at about 120 per season.
  - Run the company's agenda of appointments and ensure all payments are completed on time.
  - Analyze tax regulations to find potential deductions and recognize any deficiencies.
  - Maintain positive relationships with clients over email and phone calls.
- Mar 2019 - Sep 2021 **Tax Preparer**  
ZYZ Corporation, Juneau, AK
  - Consulted clients on tax law and income statement documentation
  - Reviewed client's income pertaining to potential credits and deductions.
  - Applied local, state, and federal codes to ensure tax compliance.
  - Assisted individual and business clients in preparing tax returns.



## EDUCATION AND QUALIFICATIONS

- 2019 **Bachelor of Arts in Accounting**  
University of Alaska, Juneau, AK



## SKILLS

- Attention to detail ★★★★★
- Multi-tasking ★★★★★
- Focus on customer ★★★★★
- Income tax regulations ★★★★★
- Tax returns ★★★★★
- Tax deductions ★★★★★