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SARAH THOMPSON

Tax Preparer



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Atlanta, GA, United States

Education

Georgia State University


2020 - 2024


United States, Atlanta, GA


Internal Revenue Service


Certified: December 2023


Skills

Knowledge of IRS tax regulations 

Proficient in tax preparation software (e.g., TurboTax, H&R Block) 

Strong analytical and problem-solving abilities 

Excellent communication and interpersonal skills 

Attention to detail and accuracy 

Professional summary

Detail-oriented accounting graduate seeking an entry-level tax preparer position to leverage knowledge in tax regulations and customer service skills to help clients maximize their tax returns.

Experience

GeForce Tax Services

January 2024 - April 2024

United States, Atlanta, GA

Tax Intern

- Assisted senior tax preparers in gathering and organizing client financial documents.
- Reviewed individual tax returns for accuracy and compliance with tax laws.
- Communicated with clients to clarify information and answer questions about their tax situations.

Projects

August 2023 - December 2023

Georgia State University, Atlanta, GA

Tax Research Project

- Conducted a comprehensive analysis of recent tax law changes and their impact on individual taxpayers.
- Presented findings in a seminar to peers, highlighting key changes and strategies for tax planning.
- Developed an informational brochure summarizing tax-saving tips for students and low-income taxpayers.

Workshops

“Navigating Tax Changes: What You Need to Know for 2024”

- Attended a workshop hosted by the IRS, focusing on the latest tax regulations and filing requirements.