

# MAKEME A. TAXMAN

5555 TAXES AVENUE • TAXTOWN, FL 55555  
(555) 555-5555 • MTAX@FLAGLER.EDU

## PROFESSIONAL EXPERIENCE

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XYZ Davidson, Inc., Tampa, FL

20xx-Present

*Tax Intern*

- Prepare individual, partnership, and corporate tax returns for 7<sup>th</sup> largest accounting firm in the U.S.
- Draft 5-10 generic and client specific Powers of Attorney per month
- Update Bureau of National Affairs tax booklets bi-weekly
- Organize client work papers to assist efficiency and accuracy

Gold Coast Credit Union, Timorville, FL

20xx-20xx

*Teller/Intern*

- Managed transactions and cash drawer from \$30,000 to \$50,000 daily
- Referred 2-5 members to investment services per week
- Performed scheduled and random teller cash audits with

Jacksonville Jaguars, Jacksonville, FL

20xx-20xx

*Ticket Operations Personnel*

- Distributed Jaguar game day information
- Assisted guests with distributes regarding the stadium or concessions
- Collected coupons for distribution of Jag Dollars
- Responsible for maintaining an accurate count of Jag Dollars distributed
- Researched ticket holder information on Huddle-Up and Archtics computer programs

## EDUCATION & HONORS

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Flagler College, St. Augustine, FL

May 20xx

Bachelor of Arts in Accounting

Business Administration & Finance Minors

PICA Educational Foundation Scholarship

20xx

## SKILLS

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ProSystemsFX Tax Software, Excel, Word, Power Point, Access

Spanish: Basic Reading, Writing, and Conversation

