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## Tax Specialist Resume

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### Job Objective

Searching for the right company in which my training as a Tax Specialist can help the organization progress and increase the cliental.

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### Summary of Qualifications:

- Extensive tax administration experience within public firm
  - Thorough knowledge of RIA InSource system and online tax research services
  - In-depth knowledge of IRS regulations, Wage and Tax balancing, Federal, State, and local payroll
  - Proficient in Pro Systems, CCH Tax research, Excel, and Access
  - Skilled in applying employee state and local taxation
  - Superior communication, leadership, consulting, influence, and negotiation skills
  - Excellent project management, problem solving and analytical skills
  - Outstanding ability to execute a project with the scope of overall strategies
  - Remarkable ability to work in a Team environment and perform well in a deadline-oriented environment
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### Work Experience:

Tax Specialist, May 2006 – Present  
Dow Jones & Company, Scott, LA

- Prepared corporate income and partnership tax with federal and state.
- Maintained related files and databases, coordinated processing and mailings of all extensions and returns.
- Resolved tax issues, and handled tax notices and inquiries from federal and state agencies.
- Reviewed and interpreted the tax regulations to assure compliance.
- Researched and responded to all payroll tax correspondence.
- Prepared the amendments for jurisdiction reporting.
- Initiated the funding requests for tax liability filings.

Tax Specialist, March 2003 – April 2006  
CSI Companies, Scott, LA

- Prepared the state tax apportionment data and state tax adjustments.
  - Prepared the estimated Federal and state tax calculations and required cash tax payments.
  - Prepared the tax forecasts and effective tax rate calculations.
  - Assisted in tax planning projects to minimize Federal and state income and franchise tax.
  - Balanced and audited liabilities by company on a monthly, quarterly and annual basis.
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### Education:

Bachelor's Degree in Accounting, Kenyon College, Gambier, OH

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