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| melissa cowan-ea 137 Palm Lane, Roanoke, TX 76262 469-879-59651melissakaycowan@gmail.com |
| Looking to expand my tax knowledge and work for a well-established reputable company that can provide growth in my career.Obtained Enrolled Agent status in 201915 years of experience in tax industry |

# Experience

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| jANUARY 10, 2024-August 16 ,2024tAX eXPERT, iNTUITMADE TOP tRAJECTORY FOR PoddID MOST FULL-SERVICE RETURNS FOR pODMADE TOP 5% FOR PROFICIENCY BONUScOMPLETED 108 FULL-SERVICE RETURNS FROM SIMPLE TO COMPLEXcOMPLETED 916 ttLa CALLSHELPED ENCOURAGE TEAMMATESOFFERED EXTENDED THROUGH SUMMERfEBRUARY 7,2023 – June 6, 2023 tAX eXPERT, iNTUITmET EXPECTATIONSOffered extended through summer June 6th.June 17, 2019-dECEMBER 2023entry level tax accountant, Perfect tax and finance* I facilitate easy to complex personal returns, FBARS, FATCA. I complete simple business returns ((Sole Proprietorship, 1065, 1120s, simple 1120).
* Helped with filing of Nonprofits
* I help dissolve simple businesses by closing books and figuring sell of assets
* I help file TWC reports, Tx Franchise, Sales n Use Reports, and payroll.
* I became an Enrolled Agent on February 8, 2020. I am still waiting on my certificate from IRS.
* In June of 2020-became manager over onshore staff.
* Assign new clients to onshore staff.
* Review returns of others as needed
* Help with client issues that arise
* Train staff
* Help with IRS and state letters, audits,
* Research needed items

January 2009-April 15, 2019Manager, Liberty Tax Service* Supervised local branch. At some point supervised several locations at once.
* Oversaw training new staff each year
* Increased revenue and returns annually.
* Helped with simple to complex tax returns for personal (1040) and business (Sole Proprietorship, 1065, 1120s, simple 1120).
* Completed a few nonprofits returns-990
* Handled IRS letters. Everyone in company came to me for tax questions.
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# Education

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| Nov 2011bachelor of science; accounting, ashford universityReceived degree in accounting and focused on tax knowledge for ten years.  |
| may 1994Bachelor of Science, Education, Pensacola Christian College3.75 GPA. Learned to teach elementary age children. |

# Skills

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| * 15 years of tax preparation experience
* Accounting Degree
* Passed 3rd Enrolled Agent Exam on of February 8, 2020. Have applied to be EA same day.
 | * Know Quick Books Intermediate
* Know Payroll Beginning
* Know Simple Business returns
* Software used, Liberty’s own software, Drake, ProSeries,
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# References

**Provided upon request**