

Elizabeth D. Ramirez

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Career Summary:

Dedicated Senior Tax Accountant with five years of experience specializing in corporate and individual tax preparation, financial analysis, and compliance. Proven ability to maximize deductions, optimize tax strategies, and ensure regulatory adherence in a dynamic economic landscape. Skilled in strategic tax planning, IRS audit resolution, and leveraging Intuit software to streamline accounting processes. Passionate about delivering data-driven financial strategies and fostering long-term client relationships through proactive tax solutions.

Skills Overview

Advanced Tax Planning and Compliance – Corporate and Individual Tax Preparation – IRS Regulations and Audit Resolution – GAAP and Financial Reporting – Payroll and Business Taxation – Tax Law Research and Interpretation – Financial and Analytical Skills – Intuit Software – Excel Proficiency – Client Advisory and Relationship Management

Education

September 2025 IRS EA – signed up to sit the exam and obtain the certification.

Houston Community College – CPA program

Working on obtaining the credit requirements to sit for the CPA exam.

November 2021, University of Phoenix - Houston, TX

Bachelor of Science in Business

Major Supply Chain Management, Minor Finance Accounting Graduate

Relevant Coursework: Managerial Accounting & Legal Aspects, Financial Reporting, Auditing, Accounting Information Systems, Procurement Outsourcing, Finance for Business, Media Marketing, Business Communication, Corporate Income Taxes

Student Project Highlights

Integration of Managerial System in Accounting

- Accounting Foundation/Recording Transactional in Accounting, Financial Performance Analysis

PTIN Active Preparer Tax Identification Number - Internal Revenue Service.

Experience

John H Sommerville CPA - Pasadena, TX

Position: Accountant -March 2023 to present

Core Responsibilities: Tax Preparation - Tax Planning - Financial Analysis Compliance Management - Client Communication - Dedication Maximization Corporate Taxation - Individual Taxation - IRS Regulations - Accounting Software Intuit

Prepare and review individual and corporate tax returns to ensure accuracy and compliance with all relevant tax laws and regulations. Conduct comprehensive tax research to stay updated on changes in tax codes and implement strategies to minimize tax liabilities for clients. Collaborate with clients to develop effective tax planning strategies, resulting in significant tax savings and improved financial outcomes. Communicate complex tax concepts to clients in a clear and understandable manner, building trust and fostering long-term relationships. Assist with IRS audits and inquiries, providing documentation and support to resolve issues efficiently and minimize penalties. Utilize accounting software to streamline tax preparation processes and enhance productivity.

Accomplished – Bonus for Job Performance -

Intuit – Remote

TurboTax Associate (Remote) | two tax seasons - 2024 and 2023

Provided expert tax guidance to individuals and small businesses, ensuring accurate filings and compliance with IRS regulations.

Assisted clients in maximizing deductions and credits, optimizing tax outcomes through strategic planning.

Conducted live consultations via video and chat, delivering personalized tax solutions in a remote setting.

Resolved complex tax inquiries, including self-employment taxes, capital gains, and multi-state filings.

Utilized Intuit tax software to streamline return preparation, ensuring efficiency and accuracy.

Maintained a high customer satisfaction rating, demonstrating strong communication and problem-solving skills.

Accomplished – Bonus for Job Performance. - Skills Measurables: Tax Customer Service Resolution – Customer Reviews–

Jackson Hewitt - Friendswood, TX kiosk

Tax Preparer – three tax seasons – 2020 – 2021 – 2022

Provided expert tax assistance by interpreting client needs and addressing federal and state tax law inquiries with IRS Continuing Education knowledge. Managed confidential financial data, ensuring compliance with IRS disclosure regulations. Verified tax return accuracy using Profiler Software and processed payments through Clover Network. Advised clients on tax-saving strategies while promoting relevant financial products and services. Maintained professional bilingual communication (English & Spanish) and utilized Microsoft Excel for financial reporting. Successfully prepared over 100 IRS-approved tax filings.