

# Olivia Kim

## Tax Accounting Assistant

Experienced tax accounting assistant with 10 years specializing in individual and corporate tax return preparation, compliance oversight, and audit management. Proficient in identifying tax-saving opportunities, maintaining regulatory compliance across multiple jurisdictions, and managing client documentation for IRS audits. Known for consistent accuracy across high-volume filing seasons and the ability to translate complex tax regulations into actionable client guidance.

### EDUCATION

Bachelor of Science in Accounting

San Diego State University, San Diego, CA  
May 2015

### KEY SKILLS

- Individual and corporate tax return preparation
- Regulatory compliance (IRS, state, local)
- Tax deduction and credit analysis
- Client audit preparation and documentation
- Tax software proficiency (ProSeries, TurboTax Business)
- Financial record review and error identification
- Multi-jurisdiction filing compliance
- Client communication and advisory support
- Year-end planning and deduction optimization

### PROFESSIONAL EXPERIENCE

Tax Accounting Assistant | Bright Tax Advisors, San Diego, CA  
February 2017 – Present

- Prepared 200+ individual tax returns annually, achieving a 95% error-free rate and reducing amendment requests by 40% through a pre-filing review checklist
- Assisted in corporate tax filings for 30+ small businesses, identifying \$20,000 in tax savings in fiscal year 2022 through deduction and credit analysis
- Managed client audit documentation for 15 IRS audits over tenure, achieving 100% on-time submission of requested documentation with zero penalty assessments
- Maintained multi-jurisdiction compliance tracking for 80+ client accounts, ensuring zero late filings across 7 consecutive tax seasons
- Reviewed and quality-checked 50+ client tax forms per week during peak season, maintaining throughput while holding error rates below 3%
- Trained 2 junior tax associates on return preparation procedures and IRS compliance standards, reducing their error rates by 30% within 90 days

Tax Associate | Coastal Accounting Solutions, San Diego, CA  
May 2015 – January 2017

- Reviewed 100+ client tax forms for accuracy and completeness before filing, catching and correcting 20+ errors per season that prevented costly amendments
- Analyzed financial records to identify additional tax-saving opportunities, contributing \$8,000 in additional deductions identified for 10+ clients
- Collaborated with 3 senior accountants on complex corporate tax cases, processing supporting schedules and research memos within agreed deadlines
- Organized and digitized 5 years of client tax records, reducing file retrieval time by 50% and improving audit readiness for the firm

### CERTIFICATIONS

- Enrolled Agent (EA) : IRS, January 2017
- Annual Filing Season Program (AFSP) : IRS | 2022, 2023