



DEBORAH YANKAH

Tax Preparer

Enrolled Agent with 9 filing seasons preparing individual, sole proprietor, and single-member LLC returns. Trusted with the office's higher-complexity 1040s, including rental portfolios, employee stock plan activity, and multi-state returns for clients working across the Kansas and Missouri line.

CONTACT INFORMATION



(913) 555-0187



deborah.yankah@example.com



Overland Park, KS
12345

KEY SKILLS

- Complex individual returns (Form 1040) with Schedule A, B, C, D, and E
- Multi-state and part-year filings (KS/MO reciprocity, nonresident allocations)
- Rental real estate reporting, depreciation schedules, and passive activity loss rules
- Equity compensation, including restricted stock, employee purchase plans, and stock options, with cost basis reconciliation
- Section 199A qualified business income deduction for pass-through entities
- IRS correspondence audit representation and CP2000 response drafting
- Second review and technical mentoring of junior preparers
- Drake Tax, Lacerte, and UltraTax preparation software
- QuickBooks Online and Desktop for Schedule C client bookkeeping cleanup
- Client interviewing, engagement letters, and tax organizer workflow design

PROFESSIONAL EXPERIENCE

Senior Tax Preparer | Prairie Ridge CPA Group, Overland Park, KS
2020 - Present

- Own a book of about 340 recurring clients, mix of W-2 professionals, Schedule C consultants, and 3 to 8 rental properties per return at the high end.
- Second-review 60 to 80 returns per season prepared by two junior staff, with written feedback on each return.
- Represented 11 clients in IRS correspondence audits over three years under EA authority, closing 9 with no change and 2 with reduced adjustments.
- Rebuilt the office's engagement letter and client organizer, cutting mid-season document chase-downs by roughly a third based on partner tracking.
- Cross-trained the team on restricted stock cost basis adjustments after noticing a pattern of double-counted W-2 income on new-client prior-year returns.

Tax Preparer | Heartland Tax Associates, Lenexa, KS
2016 - 2020

- Prepared 300 to 360 returns per season across four filing seasons, moving from standard 1040 to complex Schedule C and E work by year three.
- Earned Enrolled Agent designation in 2018, passing all three exam parts within a nine-month window.
- Handled Kansas and Missouri part-year and nonresident returns for a large share of Kansas City metro clients, including reciprocity nuances.
- Wrote the internal one-pager on Section 199A qualified business income for pass-through owners after the 2017 federal tax law changes took effect.

Seasonal Tax Preparer | H&R Block franchise office, Olathe, KS
2015 - 2016

- Completed the company tax course and prepared 140+ returns in first season, primarily standard 1040 filers.
- Consistently ranked in the top third of the office on client satisfaction surveys.

EDUCATION

Enrolled Agent (EA), Internal Revenue Service, 2018

IRS Annual Filing Season Program (AFSP) participant, renewed annually

B.S. in Accounting, Kansas State University, 2015

- Estimated tax planning and safe harbor calculations for self-employed clients
- IRS e-Services, transcript analysis, and installment agreement setup