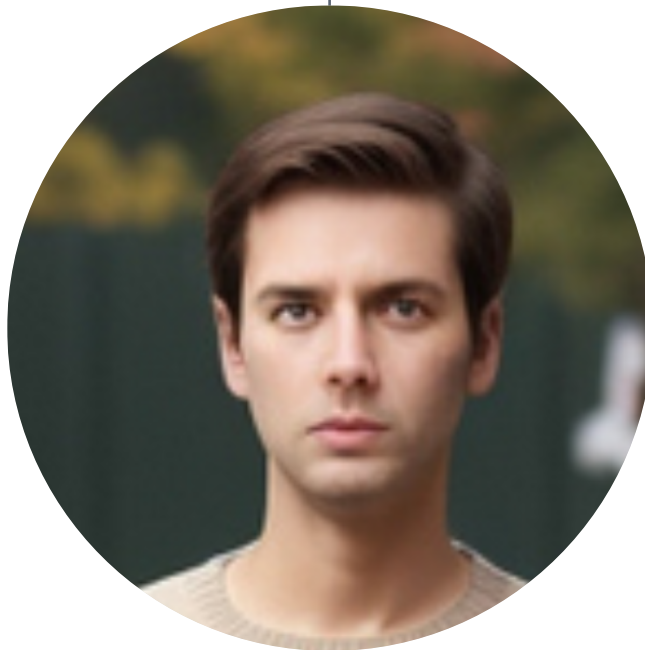


(555) 678-1234

james.patel@gmail.com

United States, Remote (Based
in Denver, CO)



James Patel

EDUCATION

**QuickBooks Certified ProAdvisor, Intuit,
Certified: August 2023**

SKILLS

Proficient in virtual tax preparation software (e.g., TaxAct, H&R Block) **Expert**

Strong communication and interpersonal skills in a remote setting **Expert**

Detail-oriented with excellent organizational abilities **Expert**

Time management skills to meet deadlines **Expert**

Familiarity with remote collaboration tools (e.g., Zoom, Slack) **Expert**

Remote Tax Preparer

PROFESSIONAL SUMMARY

Dedicated tax preparer with 6 years of experience working remotely. Proven ability to deliver high-quality tax preparation services and maintain strong communication with clients in a virtual environment.

EXPERIENCE

Remote Tax Preparer, Virtual Tax Services, United States, Remote

March 2020 - Now

- Prepare and file tax returns for a diverse client base using cloud-based tax software.
- Communicate regularly with clients via video calls and emails to gather necessary documents and explain tax implications.
- Implemented virtual workshops for clients to better understand tax changes and strategies.

Tax Associate, Reliable Tax Solutions, United States, Denver, CO

January 2018 - February 2020

- Assisted clients in preparing their tax returns and provided support in IRS audits.
- Developed strong relationships with clients through regular follow-ups and personalized tax strategies.