

Junior Tax Associate

Amy Williams

Professional summary

Detail-oriented Junior Tax Associate with a strong background in tax preparation, audit assistance, and regulatory compliance. Demonstrated ability to support senior staff with tax filings and analysis while maintaining accuracy and confidentiality. Seeking to leverage my internship experience and accounting knowledge to contribute to a tax department at a reputable firm.

Experience

Tax Associate Intern

January 2025 - August 2025

Larkin & Davis LLP / New York, NY

- Assisted in preparing individual and corporate tax returns for clients, ensuring compliance with federal and state tax laws.
- Conducted tax research to support senior associates in resolving complex tax issues.
- Managed client correspondence and assisted in the preparation of tax documentation for review by senior staff.
- Collaborated with the audit team to ensure timely submission of filings and tax returns.

Accounting Intern

June 2023 - August 2023

Weiss & Green Accounting Services / Brooklyn, NY

- Supported the preparation of financial statements for small business clients under the supervision of senior accountants.
- Assisted in data entry and reconciliations, ensuring accuracy in the financial reporting process.
- Gained experience in accounting software (QuickBooks, Excel) to track and report financial data.

Volunteer Experience

Volunteer Tax Preparer

January 2024 - April 2024

VITA (Volunteer Income Tax Assistance), New York, NY

- Assisted low-income individuals and families in preparing their federal and state tax returns.
- Provided guidance on tax credits such as the Earned Income Tax Credit (EITC).
- Ensured that clients understood their tax filings and eligibility for refunds.

(555) 123-4567

amy.williams@email.com

New York, NY

Links

LinkedIn: /in/amywilliams

Education

Bachelor of Science in Accounting

University of New York, NY

Graduated: May 2024

- Relevant Coursework: Taxation, Corporate Finance, Accounting Information Systems, Federal Income Tax

Certified Public Accountant (CPA) (in progress)

Expected completion: December 2025

Skills

Proficient in QuickBooks, Excel, and TaxSlayer



Knowledge of federal and state tax regulations



Strong communication and organizational skills



Detail-oriented with a focus on accuracy

