

Samantha Lopez

TAX PREPARER INTERN

 (215) 555-6789

 samantha.lopez@email.com

 Philadelphia, PA

SKILLS

Basic accounting and bookkeeping principles	Expert
Accurate data entry and information management	Expert
Effective communication and interpersonal skills	Expert
Proficient with Microsoft Excel and QuickBooks software	Expert
Strong time management and organizational abilities	Expert
Quick learner with a proactive attitude	Expert
Confidentiality and ethical handling of sensitive data	Expert
Team collaboration and adaptability	Expert
Analytical thinking and problem-solving	Expert
Attention to detail in document review	Expert
Customer service and client interaction	Expert
Ability to multitask in fast-paced environments	Expert

PROFESSIONAL SUMMARY

Enthusiastic and dependable college student pursuing an internship as a Tax Preparer to apply classroom knowledge in real-world settings. Strong foundation in accounting principles and eager to develop tax preparation skills.

EXPERIENCE

September 2023 - Now

Office Assistant

University Financial Services / Philadelphia, PA

- Support staff by organizing financial documents, maintaining filing systems, and ensuring timely processing of records.
- Respond to student inquiries professionally, providing information and directing to relevant departments to streamline services.
- Assist with budget tracking and monthly expense reports by updating spreadsheets and validating data entries.
- Coordinate appointments and facilitate communication between departments to enhance operational efficiency.

2024 - 2024

Tax Preparation Intern (Volunteer)

Philadelphia Tax Help Coalition / Philadelphia, PA

- Observed experienced tax preparers during client intake, learning to collect and verify essential documentation.
- Entered client data accurately into tax preparation software under supervision, maintaining compliance with IRS standards.
- Assisted with identifying common deductions and credits, supporting the preparation of complete and accurate returns.
- Maintained confidentiality of sensitive client information and adhered to organizational privacy policies.

EDUCATION

Bachelor of Science in Finance

Temple University | Philadelphia, PA | Expected Graduation May 2026

Certifications

- QuickBooks Online Certified User, 2025
- IRS VITA Volunteer Training, 2024

Technical Skills

Proficient in Microsoft Office Suite, QuickBooks, and beginner-level knowledge of tax preparation software (e.g., TurboTax).