

Macie Kullen

Tax Clerk

Profile

Detail-oriented Tax Clerk with 1 year of experience in providing comprehensive tax support to clients and organizations. Proficient in tax research, document preparation, and maintaining accurate records. Adept at working independently and collaborating with teams to ensure timely tax filings and compliance. Demonstrated ability to adapt and learn quickly in a fast-paced environment, consistently meeting deadlines and providing exceptional client service.

Employment History

Tax Clerk at Jackson Hewitt Tax Service, SC

Apr 2023 - Present

- Successfully processed over 1,500 tax returns during the 2020 tax season, ensuring all clients received accurate refunds and minimizing errors by 15% compared to the previous year.
- Streamlined the tax preparation process by implementing a new organizational system, which increased efficiency by 20% and reduced wait times for clients by an average of 10 minutes per appointment.
- Identified potential tax savings for clients, resulting in an average of \$1,200 in additional deductions per client and a total of approximately \$1.8 million in tax savings for all clients served during the 2020 tax season.
- Led a team of 5 junior tax clerks, providing training and mentorship that improved their performance by 25% and contributed to the overall success of the Jackson Hewitt Tax Service office in SC.

Junior Tax Clerk at H&R Block, SC

Sep 2022 - Mar 2023

- Successfully filed over 300 tax returns during the 2020 tax season, resulting in an overall client satisfaction rate of 95%.
- Streamlined the client intake process by implementing a new digital system, reducing average wait times by 25% and increasing overall office efficiency.
- Assisted in the recovery of \$75,000 in unclaimed tax refunds for clients by identifying errors and discrepancies in their previous tax filings.
- Conducted weekly tax law and regulation training sessions for a team of 10 colleagues, leading to a 15% increase in accuracy and compliance in tax return preparation.

Certificates

Certified Tax Preparer (CTP)

Feb 2022

Enrolled Agent (EA)

✉ macie.kullen@gmail.com

☎ (984) 011-6950

📍 123 Magnolia St, Charleston, SC 29403

Education

Associate of Applied Science in Accounting at Horry Georgetown Technical College, Conway, SC

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Business Law, Auditing, Financial Management, Cost Accounting, Accounting Information Systems, and Payroll Accounting.

Links

[linkedin.com/in/maciekullen](https://www.linkedin.com/in/maciekullen)

Skills

Bookkeeping

Data entry

Tax software (e.g., TurboTax)

Spreadsheet proficiency (e.g., Excel)

Financial analysis

Tax law knowledge

Attention to detail

Languages

English

Arabic