

## TERRY TAX PREPARER

14 Finance Avenue  
Boston, Massachusetts 02100  
617/ 000-0000

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### EXPERIENCE

XYZ TAX PREPARERS

**District Manager** • Lynn, MA 1983 to 1986  
**Assistant District Manager** • Boston, MA 1980 to 1983  
**Office Supervisor / Tax Preparer / Tax School Teacher** • Everett, MA 1975 to 1980

Managed 12-office Greater Boston district in the preparation of 20,000+ tax returns, grossing \$850K in annual sales. Prepared budgets, managed staff, and directed daily operations of all tax programs. Consistently exceeded sales goals, increasing net profit by 27% each year.

Scope of responsibilities:

- **Personnel Administration** - Hired, scheduled, and trained 120 part-time employees consisting of tax preparers, receptionists, bookkeepers, and processors.
- **Bookkeeping** - Hired and directed three full-time bookkeepers. Supervised functions including payroll, employee bonuses, end of month, quarterly and year end reports.
- **Training** - Set up annual tax schools in 6 locations. Arranged physical space, hired teachers, recruited and registered students. Taught tax preparation course and filled in for other instructors as needed.
- **Physical Installation** - Located and leased 10 offices in private buildings and 2 at Sears locations. Negotiated leases, renovated, and redecorated as needed. Ordered signage, supplies, furniture, and equipment.
- **Public Relations** - Delivered presentations to professional and community organizations for business development and public relations purposes. Designed and placed all newspaper advertisements. Received numerous public relations awards.
- **Customer Relations** - Provided extensive customer service in order to prevent/rectify problems and ensure customer satisfaction.

LMN ASSOCIATES • Arlington, MA

**Office Manager / Full Charge Bookkeeper.** 1967 to 1973

QRS CORPORATION • Cambridge, MA

**Secretary to Vice President / Bookkeeper.** 1965 to 1967

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### EDUCATION

TUV SCHOOL FOR WOMEN • Boston, MA

**Associate of Science in Legal Secretarial Studies.** 1965  
• Concentration in Accounting

UVW COLLEGE • Boston, MA

**Mathematics Major.** 1963

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### PERSONAL

- Traveled extensively throughout Europe, Africa, Australia, and the South Pacific.
- Participate in fund raising activities for national charities.
- Interested in local politics and reading.