

# JANE K. SAMPLE

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## PROFILE

Detail-oriented, conscientious accounting professional with over 10 years of experience in accounting and financial management. Solution-focused leader experienced in communicating effectively with upper management, team members, and auditors to identify and prioritize cost-saving opportunities, develop financial goals and plans, and maintain compliance with industry and government standards and regulations.

Organized and efficient, consistently completing projects within tight deadlines. CPA candidate well-versed in tax accounting, audit preparation and tax research, financial claims processing, and account balancing and reconciliation.

*Proficient in Peoplesoft, Taxware, Tax Stream, SAP, RIA, CCH, BNA, BEX, Vertex, MS Office (Word, Excel, PowerPoint, Outlook), and MS Windows XP.*

## PROFESSIONAL EXPERIENCE

HOME DEPOT, Atlanta, GA

October 2004 to May 2009

***Income Tax Accountant, March 2007 – May 2009***

- Oversaw and managed the timely and accurate preparation of provincial and state income tax and franchise tax returns and quarterly estimates.
- Collaborated with upper management to identify, analyze, and utilize opportunities to minimize tax burden on company, including performing accurate and timely tax research and planning.
- Assisted with federal, state, and local tax audits, including providing analysis and information to auditors, lawyers, and consultants.
- Trained staff to ensure accurate completion of quarterly filings and compliance with reporting requirements.
- Prepared reconciliations and schedules of tax accounts, and managed cash analysis for quarterly IRS payments.
- Enhanced efficiency by improving quarterly income reporting procedures.

***Sales & Use Tax Accountant, October 2004 – March 2007***

- Key team member in obtaining high-tech exemption certificate for IT department, resulting in tax savings of over \$2 million.
- Implemented and maintained system to assist franchises with tax exempt registration with the U.S. federal government, including developing and presenting feasibility and cost analysis outsourcing plan to VP.
- Conducted staff and contractor training for various system applications.

## **SORAYA I. RAMPERSAD**

(404) 697-9470

### **PROFESSIONAL EXPERIENCE** *(continued)*

HOME DEPOT, *Sales & Use Tax Accountant*

- Applied for new sales tax licenses and federal identification numbers as needed, as well as maintained and administered tax exempt certificates.
- Prepared and participated in the defense of sales and use tax audits and month end closings, including gathering data and maintaining documentation.
- Managed all sales and use tax correspondence, including prompt response to sales and use tax notices and other business tax notices.

GEORGIA DEPARTMENT OF REVENUE, Hapeville, GA      June 2004 to October 2004

#### ***Accountant, Unclaimed Property Department***

- Monitored a variety of unclaimed financial properties such as CDs, mutual funds, and stocks.
- Implemented appropriate government policy and procedures for each property.
- Ensured proper system posting and filing of individual financial property claims through careful examination and verification with additional documentation.
- Prepared and reconciled cash balancing with claims and reports.
- Created daily reports, and ensured all reports maintained compliance with department policies and procedures.

BANK OF AMERICA, Tucker, GA

April 1997 to June 2004

#### ***Proof Operator***

- Oversaw daily activities and managed all internal and external customer accounts – totaling over \$10 million – for Georgia and Tennessee.
- Evaluated Electronic Data Interchange (EDI) eligibility transmissions for accuracy, and researched and reconciled any errors.
- Researched deposit transactions to resolve out-of-balance ledger discrepancies.

## **EDUCATION & TRAINING**

STRAYER UNIVERSITY, Morrow, GA

***Master of Science in Professional Accounting – Taxation, December 2008***

CLAYTON STATE UNIVERSITY, Morrow, GA

***Bachelor of Business Administration – Accounting, December 2002***

***Federal Tax Course, Level I, May 2007 – Tax Executive Institute, Lansing, MI***

***Sales Tax School I: Introduction to Sales and Use Taxes, March 2005 – Institute for Professionals in Taxation, Atlanta, GA***