

Coral L. Rapè



Work History

2013-02 - Senior Accountant/Full-Charge Bookkeeper/Tax Prep

2020-06

William H. Cleavelin, Jr., CPA, CFP, PC, Corpus Christi, Texas

- Responsible for financial and accounting processes for a diverse and large clientele (e.g. franchises, retail, energy, agriculture, real estate, etc.)
- Produce financial statements and provide analysis for budgeting, forecasting, risk assessment, and provide recommendations
- Prepare individual and business income tax returns (1040, 1120(S), 1065, etc)
- Process payroll (1,000+ employees), W-2s, 1099s, insurance, payroll, and IRS audits, and payroll tax returns (federal, local and state)
- Hiring, training, and supervising of all staff
- Assist in financial planning for individual clients, primarily utilizing the Bucket Plan process



Education

2019-06

Masters of Business Administration: Finance Concentration

Texas A&M University Corpus Christi - Corpus Christi, TX

Honor Society of Phi Kappa Phi

National Society of Leadership and Success Sigma Alpha Pi

Dean's List 4 semesters (rapid track)

2016-05

Bachelor's: Business Administration: Finance Concentration

Texas A&M University Corpus Christi - Corpus Christi, TX

Cum Laude

Honor Society of Phi Kappa Phi

National Society of Leadership & Success Sigma Alpha Pi

Dean's List 8 semesters



Certifications & Training

2015-11 Certified Bookkeeper (CB)

2020-02 Financial Forecasting Foundations Certificate

2018-06 Microsoft Office Specialist (MOS)

2014-08 PASBA - Manager/Supervisor Training

2020-05 C2P - The Bucket Plan Financial Planning Courses

In Progress Securities Industry Essentials (SIE) Exam

In Progress Series 7 (upon completion of SIE Exam; sponsored by Advantax)



Contact



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Phone:

(361)876-6709



E-mail:

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LinkedIn:

www.linkedin.com/in/coralli21



Skills

Organization & Multi-Tasking

Detail & Result Oriented

Forecasting & Budgeting

Problem Solving & Analytical

Financial Planning & Analysis

Team & Time Management

Innovative & Tech-Savvy

Research & Self-Learning



Software

Thomson Reuters (UltraTax, Practice, AccountingCS, Planner, ToolBox, Fixed Assets, etc)

QuickBooks

Adobe Acrobat

Microsoft Excel

Zoom & Other Communication Tools

References Available Upon Request