

# GUILLERMINA GOMEZ "GIGI", EA

7/5/2023



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## OBJECTIVES

CPA candidate to utilize my years of experience in Accounting and Taxation Services to help companies build their Financial Statements with accurate books. Tax filing with a professional and ethical federally licensed tax practitioner. Corporate tax filing expert C-Corps, S-Corps, and Partnerships. Advanced computer skills and superior, paperless familiar and remote job experienced.

## EXPERIENCE

### GG Accounting & Taxation Services– Doral, FL

- August 2016-Present-Senior Tax Accountant & Office Manager
- Accounting-Bookkeeping Services per month, quarter, or annual.
- Financial Statement Review and Builder. Clean-Ups, General Ledgers. Fixed Assets, Depreciation, Other Income, Liabilities, Equity among many others.
- Payroll Services for business owners or shareholders, 1-2 times per month and fixed salary. Employees up to 10. Payroll reconciliation.
- Florida Sales Tax e-filed per month or quarter. – New Corporation Filing
- Multistate Sales Tax per month or quarter.
- Income Tax Expert: 1040s, W2s,1099NECs, Stocks, Passive Income, DIV, INT, Sales of property, Injured Spouse, Tax planning, Basis worksheet.
- Corporate Tax Expert: 1120 C-Corps,1120s S-Corps,1065, LLCs taxable as an S-Corps, LLCs single member.
- Niches: E-commerce, Professional Services, Retailers, Car Dealerships among many others.

### Freelance Accountant

- May 2016-Present- Various
- Mike Karpel, CPA, Ernesto Gonzalez, CPA, Carolina Bracho CPA, Máximo Espinoza CPA, Andrew Brody CPA, Jorge Lerman EA.
- Accounting-Bookkeeping services for CPA's clients (Using QuickBooks Desktop or Online and Accounting CS)
- Bank Rec, Credit Card Rec, Payroll Rec, Financial Statements builder.
- Income Tax 1040s,K1s,Passive income, W2, Stocks. (Using Ultra Tax, File Cabinet and Accounting CS) - Corporate Tax 1120,1120S,1065 expert.
- Payroll Quarterly filing services 941, annual filing 940.
- Sales tax filing for Florida and Multi-States, per month or quarter.

### **Senior Financial Analyst | Aerodoc Inc**

April 2013 – May 2016 - Full Time Job

- Development Financial Statements with emphasis on A/P, exceptional track record of building and integrating Financial Projects to track the Logistics Services offered.
- Invoicing to TV channels Companies and Telecommunications equipment including HBO, MTV, Networks, EMC, FOX, Discovery, TNT, ESPN Paramount Pictures, Cisco and Polycom among many others.
- Billing cycle to Vendors in a daily basis for a global logistics services company operating in 30 countries including Africa, Germany, China, UK, Canada and especially LATAM. Wires transfer, checks print out.
- Participating in the accounting monthly closing included the Bank reconciliations, Credit cards, Petty Cash custody, Office supplies.
- Intercompany Accounts reconciliations. G/L BS. P&L
- Supervise staff of 2 accounting clerks: hired and train new personal came from LATAM. PMs expenses coordination and Operations manager ETA priorities.
- Payroll register entries whether it is, weekly, semi-monthly depending on the company's requirements.

### **EDUCATION AND TRAINING**

#### **CPA credits (various Universities)**

Enrolled-03/2023 to December 23 expected)

Accounting Credits to sit for the CPA test.

#### **Florida State College at Jacksonville-FSCJ**

Certificate of Accounting Technical Management.

Successfully completed with 27 credits to sit for the CPA test.

Completion date: May 2<sup>nd</sup>,2023.

#### **Harvard Business School online-HBS**

Certificate of Specialization in Financial & Accounting

Successfully completed Financial Accounting.

Completion year: 2022.

#### **MDC – The English Center-Miami, FL**

Aug 2010- June 2012

Accounting Operator's Program

#### **The National Technological Institute of Mexico**

Aug 2004- June 2009

International Education Consultants, that Ms. Gomez has the equivalent of the U.S. degree of Bachelor of Business Administration.

### **LICENSES AND CERTIFICATIONS**

#### **IRS Enrolled Agent- A Federal Licensed Tax Practitioner**

Issue Nov-2019 Expires January-2026

**IRS Certified Acceptance Agent.**

ITIN-W7 Applications forms. Issue Jun 2023.

**QuickBooks Certified ProAdvisor  
Desktop, Online Advanced, and Enterprise.**

Issue June-2023 Expires June-2024

**NAEA- NTPI FELLOW LEVELS 1-2**

Online courses focus on IRS Representation

**ASSOCIATIONS**

- ☐ AIPB – American Institute of Professionals Bookkeepers  
Valid through July 2023.
- ☐ NATP – National Association of Tax Professionals  
Valid through Feb 2024.
- ☐ NAEA – National Association of Enrolled Agents  
Valid through March 2024.
- ☐ ASTPS – American Society of Tax Problem Solvers  
Valid through March 2024.
- ☐ FSEA – Florida Society of Enrolled Agents  
Valid through Feb 2024.

**SKILLS**

- ☐ Accounting Software Most popular in USA-QBO Advanced & QBDT + Enterprise.
- ☐ Tax Software: Drake
- ☐ Integrated systems: Accounting CS, Ultra Tax, File Cabinet
- ☐ Microsoft Office: Word, PowerPoint, Outlook, Excel: Pivot tables, charts, lookup.
- ☐ Others: Adobe Acrobat edit (familiar with paperless), scan images. Type 45-50wpm.

**LANGUAGE SKILL**

- ☐ English (Fluent) TOEFL test taker    Spanish (Native)