

# Maria Becker

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**Summary/Objective:** Dedicated and adaptable business professional with a strong work ethic, having maintained continuous employment since the age of 14. Seeking a role that offers growth opportunities and the potential for remote work. Committed to doing my best in every role, consistently striving to improve processes and support teams with dedication and efficiency.

## Education

### UNIVERSITY OF MONTANA

Bachelor of Finance  
Cumulative GPA: 3.7

Missoula, MT  
May 2024

### NORTH IDAHO COLLEGE

Associates of Science  
Cumulative GPA: 3.9

Coeur d'Alene, ID  
May 2022

## Experience

### BCE ACCOUNTING & TAX

Tax Preparer / Bookkeeper

Sandpoint, ID  
September 2024 – Current

- Utilize UltraTax, QuickBooks Online (QBO), and QuickBooks Desktop (QBD) to efficiently manage client needs, tax preparation, and bookkeeping services.
- Prepare and file individual, and business tax returns with a focus on accuracy, regulatory compliance, and timely submission.
- Support firm operations through administrative tasks, including accounts payable/receivable management, collection calls, email correspondence, and document filing.
- Leverage multiple software databases to efficiently address clients needs, while fostering concise communication within internal teams to ensure seamless collaboration and service delivery.

### Luisa Life Coach

Marketing Manager

Rathdrum, ID  
January 2024 – Current

- Design, develop, and maintain the company website to ensure functionality and user engagement.
- Create and manage a CRM database to organize customer information and improve client interactions.
- Assist with marketing efforts, including content creation, digital campaigns, and brand promotion.
- Communicate with customers to provide support, answer inquiries, and maintain strong client relationships.
- Oversee and coordinate various projects, ensuring timely completion and efficient workflow.

## Leadership & Activities

- Honduras Mission Trip (1000+ hours)
- Student Athlete Leadership Team (20 hours)
- Church lector/Choir (100+ hours)
- Veterans Day event (3 hours)

## Skills

Microsoft Office, QuickBooks Online & Desktop, UltraTax, fluent in Spanish, attention to detail, project management, excellent written and verbal communication, analytical problem solving, time management, and teamwork.