MARIANA A. CUBILLÁN RUIZ

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PROFESSIONAL SUMMARY

Accountant and tax preparer with an active IRS PTIN and 15+ years in accounting and finance, including eight years in a public accounting practice serving small business clients, four of them as a licensed Contadora Pública. IRS VITA/TCE Advanced certified for the 2025 and 2026 filing seasons, preparing individual returns end to end — intake, document review, preparation and quality review. Enrolled Agent candidate, remote-ready and trilingual in English, Spanish and Portuguese.

TAX & ACCOUNTING CREDENTIALS

- **IRS Preparer Tax Identification Number (PTIN)** — active since July 2023
- **IRS VITA/TCE Advanced Certification** — January 2025 and January 2026
- **Enrolled Agent (EA)** — candidate, exam in progress
- **Certified Bookkeeper** · Individual Income Tax Preparation · Corporate Taxation · QuickBooks I & II · Excel for Finance (Advanced) — Miami Dade College, 2023
- **Professional memberships** — AICPA (non-CPA member); Colegio de Contadores Públicos del Estado Lara, Venezuela

TAX & ACCOUNTING EXPERIENCE

Tax Preparer & Bookkeeper (Independent) | Miami, FL *2023 – Present*

- Prepare individual returns (Form 1040) and supporting schedules, including Schedule C self-employment, Form 8962/1095-A premium tax credit reconciliation, and EITC and Child Tax Credit due diligence.
- Run client intake and document review: identify missing or inconsistent source documents, question figures that do not tie, and complete the file before beginning preparation.
- Clean up and reconcile QuickBooks Online books to deliver tax-ready trial balances, profit and loss statements and balance sheets for small LLCs and sole proprietors.
- Apply current-year federal tax law changes and escalate positions outside my certification scope rather than guessing.

IRS VITA/TCE Volunteer Tax Preparer | Miami, FL *Filing Seasons 2025 & 2026*

- Advanced-certified preparer: conducted taxpayer interviews, prepared and filed individual returns, and performed the program's required second-person quality review.
- Maintained strict taxpayer confidentiality under the IRS Volunteer Standards of Conduct.

Public Accountant | Consultoría S.I.O.N. — Barquisimeto, Venezuela (remote) *Mar 2017 – May 2021*

Accounting Analyst *Jul 2013 – Mar 2017*

- Owned the full accounting cycle for a portfolio of small business clients: journal entries, bank reconciliations, payroll, month-end close and financial statements.
- Prepared business tax filings and supporting workpapers, and corresponded directly with clients to resolve discrepancies and missing documentation.

FINANCE & OPERATIONS EXPERIENCE

Crew Record Administrator & Scheduling Support | Sky Lease (FAR Part 121 operator) — Miami, FL *2026 – Present*

- Maintain regulatory crew records and compliance documentation to audit standard, working to firm daily deadlines in a high-volume operation.

Manager of Crew Planning | Global Crossing Airlines — Miami, FL *Jul 2022 – Nov 2025*

Progressed from Crew Scheduler to Assistant Manager of Crew Scheduling to Manager of Crew Planning

- Managed roughly $15M in annual crew labor cost across ~300 crew and five domestic bases; built budgets, forecasts and monthly budget-versus-actual variance reporting.

EDUCATION

MBA, Financial Management — Broward International University, Miami, FL *In progress, expected 2027*

Licenciatura en Contaduría Pública — Universidad Centroccidental Lisandro Alvarado (UCLA), Barquisimeto, Venezuela *2017*

Evaluated as equivalent to a U.S. Bachelor of Science in Accounting by Josef Silny & Associates.

SOFTWARE & LANGUAGES

Tax software: professional tax preparation software (IRS VITA program). ProConnect and TaxDome — no prior use; comfortable learning new platforms quickly.

Accounting & analysis: QuickBooks Online and Desktop, SAP, Microsoft Excel (advanced — pivot tables, lookups, financial modeling).

Languages: Spanish (native), English and Portuguese (fluent), French (basic).