

Thomas van Wakeren

OBJECTIVE

Use my gifts in accounting to help your company grow and achieve its business goals.

SKILLS

Microsoft Office (Word, Excel, PowerPoint) * Drake Tax Software * Time Management * Customer Service * Verbal and Written Communication * Quickbooks * Teamwork * Organized * Relational

EXPERIENCE

Alex Tax and Business Services, Alexandria, MN — *Payroll Administrator and Income Tax Preparer*

July 2017 - PRESENT

- Quickbooks Payroll processing, quarterly reports, W-2s and 1099s.
- Monthly reconciling of books and preparation for year end.
- Individual and Corporate tax return preparation.
- Respond to Federal and State requests and letters.

CliftonLarsonAllen, Alexandria, MN — *Associate*

November 2015 - July 2017

- Individual and Corporate tax return preparation.
- Audit field work and preparation of consolidated reports.
- Financial reviews and compilations.

Douglas Scientific, Alexandria, MN — *Payroll Administrator*

August 2014 - November 2015

- Process payroll for 75+ employees.
- A/R and A/P data entry, assist multiple departments with planning.

EDUCATION

Saint Cloud State University, St. Cloud, MN — *Accounting*

January 2012 - July 2014

Program Internationally Accredited by the Association to Advance Collegiate Schools of Business (AACSB) *
GPA 3.52

CIVIC

Alexandria Evening Lions (President) * District 206 soccer referee * AASA coach and referee * Church volunteer

References upon request