

# ANITA TAXATION

102 Sea Lane ✦ Wilmington, NC 28411 ✦ (910) 962-3174  
tax@aol.com

## EDUCATION

**University of North Carolina at Wilmington, Wilmington, NC**  
*Master of Science in Accountancy June 2001*

**University of North Carolina at Wilmington, Wilmington, NC**  
*Bachelor of Science Business Administration, Accounting June 2000*  
Overall GPA 3.6  
Major GPA 3.6

## EMPLOYMENT HISTORY

**Lord & Taylor, CPAs, Wilmington, NC** 1/00 – Present  
*Assistant*

- Prepare federal and state tax returns for individuals, corporations, and partnerships.
- Maintain customers' financial records using QuickBooks Pro and Peachtree accounting systems.
- Create balance sheet and income statements.
- Prepare federal and state payroll reports for clients.
- Prepare monthly sales and expenditures reports for clients

**McGladrey & Pullen, LLP, Wilmington, NC** Fall 2000  
*Externship*

- Participated in an eight-week externship program that provided valuable experience in the public accounting profession, primarily focusing on the audit process.

**UNC-Wilmington, Wilmington, NC** 8/00 – Present  
*Research Assistant*

- Research and present current accounting topics and issues for MSA Director.

**Chace Yacht Maintenance, Wilmington, NC** 8/98 - Present  
*Co-Owner*

- Started and presently maintain an aeronautical and yacht detailing service. Duties included billing customers, expensing items, and detailing yachts and planes.

## ACTIVITIES AND HONORS

- ACTIVITIES & HONORS Beta      • Beta Gamma Sigma      • Deans List  
Alpha Psi
- Financially supported self throughout educational career

## COMPUTER EXPERIENCE

- Peachtree, Ace Audit, Quickbooks Pro, Lacerte Tax Software, MS Access

## FACTS N. FIGURES

4636 Ocean Drive  
Wilmington, NC 28403  
Phone: (910) 799-9999  
E-mail: accounting@yahoo.com

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- Education:** **University of North Carolina at Wilmington**, Wilmington, NC  
**Master of Science in Accountancy**, June 2001  
Information Systems/Auditing Track  
**Bachelor of Science in Business Administration, Accountancy**, May 2000  
Accounting GPA: 3.7, Overall GPA: 3.7  
Deans List Fall 1998 through Fall 1999
- Cape Fear Community College**, Wilmington, NC  
**Associates in Arts and Sciences**, June 1998  
**Business Administration** Overall GPA: 3.8  
Graduated on Deans List
- Experience:** Accountants & Company LLP Wrightsville Beach, NC  
**Staff Accountant** 05/00 to Present
- Conduct audits of not for profit and for profit organizations
  - Prepare financial statements for clients
  - Prepare client tax returns
  - Conduct financial projections using Microsoft Excel for new clients
- U.S. Army Reserves Southport, NC  
**Sergeant** 10/98 to Present
- Work as train conductor/brakeman on a four-man team
  - Responsible for the safety and well being of the crew
  - Handle sensitive cargo that must be in place within designated time limits
- CVS Bristol, VA  
**Assistant Store Manager** 06/97 to 07/98
- Responsible for daily cash receipts, general bookkeeping, stocking, and general store upkeep
  - Handled customer complaints and relations
  - Purchased and maintained store inventory
- U.S. Army Fort Bragg, NC  
**Sergeant, Team Leader** 08/89 to 06/97
- Demonstrated effective communication skills and encouraged team concepts
  - Counseled subordinates in professional, educational, and personal matters
  - Supervised six men and up
- Skills:** Microsoft Office, Access, Visual Basic, C++, Lacerte, QuickBooks Pro, Peachtree
- Honors:** Inducted into Beta Gamma Sigma national honors society, March 1999  
Member of Beta Alpha Psi  
Awarded three U.S. Army commendation medals, four achievement medals,  
and two good conduct medals

## I. S. PROFESSIONAL

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**Molly Master**  
mollymaster@hotmail.com

**Current Address:**  
4112 Saltwater Lane  
Wilmington, NC 28403  
(910) 962-3174

**Permanent Address:**  
14 Dryland Lane  
Charlotte, NC 28888  
(800) 555-1212

**EDUCATION**

**UNIVERSITY OF NORTH CAROLINA AT WILMINGTON**  
**CAMERON SCHOOL OF BUSINESS, AACSB Accredited**  
Masters of Science, Accountancy: Tax\Audit Track, expected June 2001  
Prerequisite Coursework GPA: 3.43

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
**KENAN-FLAGLER BUSINESS SCHOOL**  
Bachelor of Science, Business Administration, May 2000

**HONORS**

*North Carolina Bar Association Scholarship* Recipient, UNC-CH  
*The Orville Wright Memorial Scholarship Fund* Recipient, UNC-CH  
*Charlotte Kiwanis Club Scholarship* Recipient, UNC-CH

**RELATED  
EXPERIENCE**

**HANOVER INSTITUTE OF PRIVATE ENTERPRISE** Chapel, NC  
*Business Research Intern* Summer 1999

- Assisted in developmental process of business information system database for Global Logistics Research Initiative (GLORI) group
- Gathered, collected, and organized information using the internet on logistics and supply chain management for the completion of various company and industry reports for Lufthansa Cargo project

**Center for Business Research Services**

*Business Research Office Assistant* May 1998 – August 1999

- Assisted Director of Business Research Services by prioritizing and maintaining daily activities
- Filed, gathered, and distributed information for business research purposes
- Maintained and updated Hanover Center journal database using Excel

**NORTH CAROLINA DEPARTMENT OF LABOR, Raleigh, NC**

*Consulting Intern, Summer 1997*

- Assisted Apprenticeship Consultant with meetings and training development in major businesses and industries in North Carolina
- Organized files and updated client portfolios using Excel
- Created computer based templates for future use by the North Carolina Department of Labor

**ACTIVITIES**

**Delta Sigma Pi Professional Business Fraternity, November 1997 - May 2000**

- Vice President for Chapter Activities, March 1999 – May 2000
- Review Board Member, September 1998 – May 2000
- Organized and planned End-of-Year Conference for area chapters
- Brother-of-the-Year Award, 1997-1998

**SKILLS**

IBM and Macintosh Systems; Microsoft Word, Excel, Outlook, PowerPoint, Access

**REFERENCES**

Available upon request