

Dana Bell, EA

607 Pam Drive
Tyler, TX 75703

(903) 581-8830
Email: Use contact form

SUMMARY OF QUALIFICATIONS

Accounting/Business Skills

- ▶ Federal and state individual income tax preparation
- ▶ Inventory control, purchasing, operations management
- ▶ Analytical and problem solving skills, business and technical writing
- ▶ Software and technical skills, website development and management

Software Proficiencies

- ▶ Microsoft Word, Excel, Outlook, Access, PowerPoint
- ▶ Lacerte, TaxWise tax preparation software; Familiar with others
- ▶ QuickBooks (Accountant Edition)
- ▶ InDesign, Photoshop, Dreamweaver, Acrobat (Adobe Certified Expert)

Certifications

- ▶ IRS Enrolled Agent
- ▶ VITA certifications (advanced and specialty areas)

EDUCATION

The University of Texas at Tyler

Bachelor of Business Administration in Accounting, 2012

Bachelor of Science in Computer Information Systems, 2012

- ▶ Graduated *summa cum laude* (GPA: 3.93/4.0)
- ▶ Alpha Chi (Historian), Beta Alpha Psi (Technical Coordinator)
- ▶ Beta Gamma Sigma, Outstanding Junior in CIS, SGA
- ▶ Website developer, webmaster, opinion editor Patriot Talon

EMPLOYMENT

Contract Bookkeeping

Self-employed (2014)

- ▶ Retail bookkeeping, QuickBooks consulting

Volunteer Work

- ▶ PATH – Prepared tax returns in VITA program (2012 - 2014)
- ▶ AARP Foundation – Tax Counselor (2014)
- ▶ TASCA – Developed website, financial database (2011 – 2012)

Accounting Intern

Squyres, Johnson, Squyres & Co., LLP (Spring 2012)

- ▶ Prepared federal and state individual income tax returns

Multiple Positions (work study)

Teaching assistant, Advising office assistant, SAP Retail lab assistant

The University of Texas at Tyler School of Business (2009 – 2011)

- ▶ Grade assignments and exams, SAP Retail, create advising database

Copy Center Manager/Printer

The University of Texas Health Science Center at Tyler (1997 – 2008)

- ▶ Managed operations of Printing Services and Copier Services
- ▶ Organized records of copy codes, copier charges, and campus needs
- ▶ Maintained PrintSmith, Developed Access databases for departments

LINKS

Resume: www.tylerhosting.com/dbell/resume/

Switched Keys: www.tylerhosting.com/b2e/accounting/

Contact Form: www.tylerhosting.com/dbell/resume/contact.html