

DANA BELL
607 Pam Drive
Tyler, Texas 75703
(903) 581-8830

OBJECTIVE

To obtain a staff accounting position where I can transition my accounting degree and tax preparation experience to a successful CPA firm while preparing to sit for the CPA exam.

QUALIFICATIONS

- B.B.A. in Accounting; B.S. in Computer Information Systems
- *Summa cum laude* graduate
- Qualified to sit for the CPA exam in Texas
- Federal and state income tax preparation experience
- Lacerte/DMS Tax Preparation Software, Advanced Excel, Microsoft Office Suite, QuickBooks, Adobe Suite (A.C.E.)

EXPERIENCE

2012

Accounting Intern (Spring)
Squyres, Johnson, Squyres & Co., LLP
Tyler, Texas

- Prepared federal, state tax returns for individuals and trusts.
- Maintained records of accounting clients in DMS.

2009 – 2011

Teaching Assistant
University of Texas at Tyler, College of Business & Technology
Tyler, Texas

- Assisted in preparing and grading student assignments.
- Assisted with faculty research, special projects and technology questions.

1997 – 2008

Copy Center Manager/Printer
University of Texas Health Center at Tyler
Tyler, Texas

- Advanced in the organization to manage the overall operations of Printing and Copier Services.
- Organized records and maintained inventory and services for 60+ campus copiers.

EDUCATION

2012

B. B. A. in Accounting; B. S. in Computer Information Systems
The University of Texas at Tyler, Tyler, Texas

1992

A.A. in Interdisciplinary Studies
Tyler Junior College, Tyler, Texas

**HONORS/ AWARDS/
AFFILIATIONS**

Summa cum laude graduate (2012)
Alpha Chi honor society (historian)
Phi Theta Kappa junior college honor society
Beta Alpha Psi accounting honor society (technology coordinator)
Beta Gamma Sigma business honor society (2011)
Outstanding Junior in Computer Information Systems (2010)
Patriot Talon Baby's Bottom Award (2010)
Tyler Area Senior Citizens Association (via SIFE)
East Texas Food Bank
Path – VITA (Volunteers in Tax Assistance)