

EDUCATION

TEMPLE UNIVERSITY- Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Major: Accounting | **Total expected Credits:** 150**Selected Course:** Cost Accounting, Intermediate accounting**EXPERIENCE**

H & R BLOCK, Bensalem, PA

January 2023 – Present

Tax Preparer Assistant – Seasonal

- Processing federal, local, and state tax returns for families and individuals through a tax preparation company
- Maintaining the confidentiality of client information and developing professional relationships to retain clients.
- Remaining current on local, federal, and other state rules and regulations for error-free work
- Analyzing client tax information and inputting data into software to expedite processing.
- Examining financial records, statements, and completing forms for various income sources, including employees, unemployed individuals, self-employed individuals, rental income, retirement income, savings, investments, dividends, and other sources of income and liabilities
- Ensuring accurate declaration of various deductions such as home and vehicle owner's insurance, charitable income, medical expenses, health expenses, childcare expenses, education expenses, K–12 educator expenses, state and local taxes, retirement savings, and other savings
- Supporting tax professionals by coordinating and organizing documents for tax submission

AMAZON, Robbinsville, NJ

June 2021 – Present

Fulfillment Associate

- Processing inventory for the merchandise warehouse of a major online retailer
- Preparing customer orders and packing outgoing shipments into vehicles for delivery
- Investigating issues and verifying that product quality standards are met.

BUCKS COUNTY COLLAGE, Newton, PA

January 2023 – April 2023

Social Media Manager

- Managed social media accounts to advertise events for a local community college.
- Publicize ongoing and upcoming events by posting flyers, images, and videos.
- Promote responses to any social media messages, remarks, or questions to maintain high engagement.

ESTEE LAUDER, Bristol, PA

March 2019 – October 2021

Line Attendant

- Processed shipping materials for a cosmetic company with \$17 billion in revenue
- Loaded and unloaded materials to safely transport between plants.
- Maintained a sanitary working environment by sorting pallets and wrapping cardboard on pallet stacks.

ACTIVITIES**Volunteer**, BAPS Swaminarayan Sanstha

May 2003 – Present

Member, multi-cultural club

June 2019 – May 2021

SKILLS

Software: Microsoft 365, Excel, PowerPoint, Turbo Tax, Quick books