

TAYLOR COUNTANT

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PROFESSIONAL SKILLS PROFILE

- Advanced training in taxation and auditing
- General ledger and cash management
- Accounts payable and receivable
- Intacct and QuickBooks software
- Accurate and timely financial reporting
- Successfully lead and manage teams
- Creator and presenter of dynamic presentations
- Manages projects on time and on budget

EDUCATION

B.S. Accounting

Liberty University

Anticipated May 2018
Lynchburg, VA

- Minor: **Spanish**
- GPA: **3.8**
- Honors: Dean's List, Alpha Lambda Delta National Honors Society
- Certification: **Microsoft Office Specialist Excel 2016**

August 2017

Treasurer

January 2016–Present

Liberty University Accounting Society

- Prepare the society's budget for approval, maintain accurate financial records, and prepare budget reports
- Collect member dues, bill for unpaid dues, deposit club funds, and pay invoices promptly

Presidential Advisor

August 2014–Present

Liberty University Student Government Association

- Create and implement Student Body Senate legislation in conjunction with university faculty
- Coordinate activities for monthly meetings for > 50 active participants while staying within \$1,500.00 budget

RELEVANT EXPERIENCE

Accounting Tutor

August 2016–Present

Liberty University School of Business

Lynchburg, VA

- Conduct weekly sessions for ≤ 10 students improving their grade by an average
- Coach students through comprehension of course material including upper level and capstone courses
- Present in classes of ≤ 300 students to promote the available tutoring resources
- Consistently receive a 98% student approval rating

Accounts Payable Intern

May 2016–August 2016

ABC Accounting, Inc.

North Andover, MA

- Received ≥ 20 hours of advanced training in taxation and auditing by licensed CPA associates
- Efficiently process payments receiving early payment discount savings of $\leq 10\%$ monthly
- Exceptional customer service utilizing strong active listening and problem-solving skills
- Lead intern team launching new Intacct accounting software, completing project 2 weeks ahead of schedule

Seasonal Tax Associate

January 2016–April 2016

H&R BLOCK

Lynchburg, VA

- Conducted tax interviews with clients and disseminated complex confidential financial information
- Prepared accurate tax returns while delivering excellent client service, received Customer Service Award
- Offered additional services generating $\geq 35\%$ in revenues

COMMUNITY SERVICE

Accounting Volunteer

August 2015–Present

Good Start Food Pantry

McAllen, TX

- Maintain general ledger, prepare income statement, balance sheet, cash flow statement, and cash flow forecast
- Accounts payable, paid all invoices early and received monthly discounts of $\leq 8\%$, accounts receivable
- QuickBooks Pro, Spanish version, accounting software