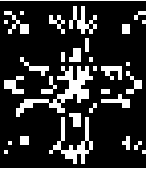


ANGELA DEVONA BELLE



P.O. Box 17643 Philadelphia, PA 19135 Mrswork4u@gmail.com

Objective To utilize my work experience and education to the profitability of your organization

Summary of Qualifications Customer service oriented, a team player, pays attention to details, adaptable to a variety of management styles

Education October 2006 to June 2007: The PJA School of Upper Darby PA

Accounting/Para accountant graduate

Tutored fellow classmate

Graduated, summa cum laude, GPA 3.8

September 1997 to August 2000: Community College of Philadelphia PA

Management/Associates Degree in Retail Management

Trained in tax office management after graduation

Obtained my W-7 Tax preparer identification number

Professional Experience January 2010 to Current (*on-call/flex time only*): A Tax Brake, Philadelphia, PA

Assistant tax office manager

- ❖ Customer service via in-person and outbound/inbound calls
- ❖ Office Administration duties
- ❖ Prepared individual and small business tax returns
- ❖ Updated client demographic data
- ❖ Scheduled appointments
- ❖ Recorded payments for services rendered
- ❖ Marketed services to new and returning patrons
- ❖ Trouble shooting for clients
- ❖ Maintained and secured electronic & non-electronic files
- ❖ Cleaned and sanitized all areas of tax office
- ❖ Opened and closed office

Accreditations Completed specialized training in the Internal Revenue Service Bureau "Offers In Compromise-OIC" procedures implementing forms 656/433 Certificate of completion was awarded and IRS was notified [09/20/2018]

References Available upon request