

CARLOS ANGELO GRAY

Office Manager

Rocky Mount, NC
angelogc56@gmail.com
252-207-4882

Highly motivated college graduate willing to adapt and learn. Has experience with Microsoft word, Excel, and quick books. Extensive tax knowledge, customer service experience, and management and scheduling. Authorized to work in the US for any employer.

WORK EXPERIENCE

Office Manager

Jackson Hewitt Tax Services - Rocky Mount, NC
2019 to Present

Job responsibilities include the preparation of tax returns, employee scheduling, employee training, customer care call backs, office supply management.

Internship

Down East Partnership for Children - Rocky Mount, NC
April 2017 to September 2017

- Performed data entry with Microsoft Excel
 - Researched information on school attendance programs
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Office Assistant/math tutor

Student Support Services - Elizabeth City, NC
August 2015 to May 2017

Cashier

Walmart - Kansas City, MO
May 2014 to July 2014

Seasonal summer job

EDUCATION

Bachelor's in Accounting in Accounting

Elizabeth City State University - Elizabeth City, NC

August 2014 to December 2018

SKILLS

- **Scheduling**
- **Data Entry**
- **Microsoft Excel**
- **Scheduling**
- **Microsoft Office**
- **Typing**
- **Office Management**
- **Receptionist**
- **Outlook**
- **Human Resources**
- **Quickbooks**
- **accounting**
- **Word**
- **Marketing**
- **Bookkeeping**
- **Customer Service (3 years)**
- **Management Experience (1 year)**

CERTIFICATIONS AND LICENSES

PTIN Certification 2019-2020

December 2019 to December 2020

IRS preparer tax identification number issued to paid tax preparers

Driver's License