

Deborah Salazar

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Career Profile

Tax Preparer with experience in Individual, Trust, Estate, Partnership and Corporate returns. I have completed the three IRS Special Enrollment Exams and have an EA application pending with the IRS. Experienced working in many different kinds of business environments including large corporate organizations, as well as smaller practitioner offices. Environments ranging from traditional paper-based (folders) environments to fully automated digital (paperless) offices. I come from a background in IT Project Management and Process Compliance with more than 15 years' experience managing projects and operational programs ranging from \$50,000 to \$140 Million in budget.

Core competencies include Tax Return Preparation, Estimated Tax Liability Determination, Payroll Audit, Financial Reporting, Risk Analysis, Compliance Process Design and Management, Team Management, Data-Driven Problem Analysis, Customer Feedback Analysis (VOC), Data Conversion, Project Development and Management, Business Process Design, Goal Planning, Key Metrics Design, Forecasting, Scheduling, and Communication Planning. Tax and accounting software experience in CCH, UltraTax, ProFile, as well as Excel, SurePrep, QuickBooks (Accountant and Online) and ACS. Professional credentials include Enrolled Agent, Certified Project Manager (PMP), and Certified Lean Six Sigma Black Belt.

Career Highlights

- Introduced project management and operations analysis techniques in a CPA business context to speed timelines, increase transparency with clients, and achieve significant cost savings.
- Increased the transparency of risk discussions between project teams and corporate leaders by facilitating executive board-level risk assessment evaluations of SOX-governed IT applications (up to \$200M in materiality).

Professional Experience

Fiducial Expertise Arvada

March 2023-September 2023

Tax Preparer

- Prepared 65+ individual, estate, trust, partnership, and corporate returns in a traditional CPA workflow environment.
- Project Manager for payroll platform migration consolidating ACS, ADP, and Advantage payroll data into a single platform (Paychex). Standardized payroll processing calendars. Audited payroll accounts for accuracy and documented risks.

Brookside Advisors, CPA Firm

January 2023-March 2023

Tax Preparer/IT Coordination

- Prepared 35+ individual, estate, and trust 1040/1041 returns. Analyzed and streamlined tax preparation processes introducing cost savings in many operational areas.
- Applied project management concepts for managing workflow of tax and accounting projects including end to end paperless office and automated OCR data entry for most tax forms.

Self-Employed May 2020- December 2022
 Business Consulting, Special Projects, and Health Coaching (Natl. Bd. Certified Health and Wellness Coach).

Kaiser Permanente IT December 2015 - May 2020
 Sr. Project Manager/Program Manager

- Managed full lifecycle IT Infrastructure refreshes and software update projects including an internal SharePoint deployment.
- Reviewed proposals for new and continuing IT Infrastructure Portfolio investment projects. Coached project teams to improve executive approval timelines and increase fundability (\$140M portfolio, more than 200 project proposals annually).

APEX Systems June 2013 – December 2015
 Sr. Project Manager

- Project planning and requirements gathering for design of a new “smart building” with novel health and energy innovations (remote sensors and automated environment adjustments).
- Designed and launched a multi-departmental daily IT incident review call integrating participation by more than 200 technical and executive employees that resulted in significant time savings for critical and major incident resolution.

Time Warner Cable August 2007 – February 2013
 Project Manager

- Managed a portfolio of 50 GIS data and software development projects (\$90M portfolio) including contracts development, project planning, SOW and Master Services Agreements, defining project deliverables and timelines, and weekly/monthly performance reporting.
- Analyzed monthly operations including recaps for high and critical IT incidents with root causes and recommendations for improvement.

Education

- University of Texas, Austin, Ph.D Geography with expertise in GIS technology, GPA 4.0
- San Diego State University, M.A. in Geography, B.A. in Anthropology
- Fulbright Fellow, U.S. Department of Education, Universidad Central School of Medicine (Caracas) in-country sponsoring institution. Research proposal approved by the Venezuelan National Science Foundation and Venezuelan Cultural Commission for Independent Research in Indigenous Territories.

Certifications and Continuing Education

- IRS Special Enrollment Exams (Part 1, Part 2, Part 3), Prometric (October 2023)
- 2024 IRS AFSP Record of Completion
- 2024 Annual Federal Tax Refresher Course, 18 CPE hours, Fast Forward Academy (2023)
- Certified Six Sigma Black Belt, International Six Sigma Institute (2022) #63316481722984
- Certified Scrum Master, International Scrum Institute (2021) #42861393435858
- Certified ITIL Expert, IT Infra. Library, 13 Courses in IT Service Management, PeopleCert (2016)
- PMP (Project Management Professional), PMI (2011-present) #1420534