

# Feifei Liu, EA, MST

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## ACCOUNTANT | TAX ASSOCIATE

Dedicated, organized, and hard-working Tax Associate, Enrolled Agent, and Accountant with 3+ years of experience preparing detailed, precise, and accurate tax returns for diverse corporate, individual and trust clients. Skilled delivering excellent client and customer support under pressure within strict deadlines. Completed 150 credits to sit for the CPA exam in Colorado.

## SKILLS & QUALIFICATIONS

Tax Preparation and Research | ProSystem fx Tax | CCH Access | H&R Block's Income Tax Software | RIA Checkpoint  
Microsoft Word | Excel | PowerPoint | ProSystem Fixed Assets | CCH Engagement & Document | BNA Tax Projection  
Communication | Client Services | Federal & State Tax Code Expertise | Time Management | Detail Oriented | Reporting

## TAX & ACCOUNTING EXPERIENCE

**TAX PREPARER** | H&R Block | Boston, MA Jan 2020 - Feb 2021 & Sept 2022 - Sept 2023

- Conducted face-to-face and phone interviews with diverse clients to assist with their tax returns.
- Prepared 150+ tax returns using H&R Block's Income Tax software and assisted clients responding to audit letters.
- Compiled accounting and tax information from clients to accurately prepare tax returns.
- Generated business growth by offering the highest quality services and selling additional relevant products to meet client needs.
- Maintain accounting and tax preparation expertise through continual proactive professional development and training.

**EXPERIENCED STAFF ACCOUNTANT** | Novogradac & Company LLP | Boston, MA May 2022 - Sept 2022

- Consolidated 100+ trial balances from audit binders & QuickBooks into Caseware & Excel with precision.
- Prepared 100+ Partnership, S-corp, C-corp tax returns and assembled 100+ detailed client draft packages and reports.

**TAX ACCOUNTANT** | O'Connor & Drew P.C. | Braintree, MA Sept 2021 - May 2022

- Prepared 100+ corporate, individual and trust tax returns including reconciliation schedules and workpapers.
- Retrieved fixed assets depreciation report using ProSystem Fixed Assets software.
- Projected 70+ clients' tax planning using BNA tax projection with attention to detail and strict schedules.

**VITA ASSISTANT SITE COORDINATOR & TEACHING ASSISTANT** | Suffolk University | Boston, MA Jan 2020 - March 2020

- Reviewed 60+ income tax returns prepared by Suffolk University students at Tax Clinic.
- Assisted the Professor to manage the course for 30 students and develop feedback for program improvement and expansion.
- Educated students and clients regarding TaxSlayer and tax questions including detailed information about payments and refunds.

## ADDITIONAL PROFESSIONAL EXPERIENCE

**DIETARY AIDE** | Columbine Health Systems | Fort Collins, CO Nov 2014 - Nov 2019

- Interacted positively with 90 residents a year, resolved issues, and prepared and served meals in a timely and efficient manner.
- Assisted 5 dietary staff to provide food services in accordance with strict food safety and sanitation guidelines and policies.

**STUDENT COORDINATOR, DIVERSITY & SOCIAL JUSTICE** | Front Range Community College | Fort Collins, CO Sept 2016 - May 2017

- Planned and implemented 40+ diversity and social justice activities per year to increase community engagement and inclusion.
- Developed and organized diversity and social justice materials to support the organization's mission and expand support resources.
- Collaborated with 9 Student Life staff to develop innovative promotion of diversity and inclusion across campus of 10K students.

## COMMUNITY ENGAGEMENT & VOLUNTEER TAX PREPARATION EXPERIENCE

**VOLUNTEER TAX PREPARER** | VITA | Realities Focus, Inc. | Fort Collins, CO Jan 2018 - Oct 2019

- Prepared 50+ U.S. resident and non-resident income tax returns using TaxWise for elderly and other qualifying taxpayers.
- Advised 50+ clients on tax payments, refunds, and tax questions to support accuracy, confidence, and efficiencies.

## EDUCATION & AWARDS

**M.S. in Taxation** | Sawyer Business School Fellowship | Suffolk University | Boston, MA May, 2021

**Associate of Applied Science in Accounting** | Front Range Community College | Fort Collins, CO May, 2017

**B.S. in Business Administration** | Concentration: Finance | Colorado State University | Fort Collins, CO December, 2013