

# Travis Partin

Shreveport, LA 71105

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Retired Air Force Veteran with over 18 years of experience in aircraft maintenance, management, teaching, mentoring, Human Resources, risk management, tax preparation, and entrepreneurship. Some key strengths include ability to learn programs quickly, attention to detail, expert proficiency in Excel, advanced skills in MS Office Suite, tax preparation software to include Taxwise Online, Blockworks, Go Systems Tax, One Source Income Tax, and CCH. I am actively pursuing the Enrolled Agent and Certified Public Accountant certifications.

Authorized to work in the US for any employer

## Work Experience

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### **Tax Senior Associate**

Postlethwaite & Netterville - Shreveport, LA

June 2022 to Present

Prepare more complex individual, business, and non profit tax returns  
Make adjusting journal entries in Quickbooks to tie book to tax income  
Train junior staff on tax issues  
Contact clients and IRS to advocate for taxpayers  
Compile historical data for IRS examinations

### **Tax Associate**

KPMG - Shreveport, LA

January 2020 to June 2022

- Prepare working papers/file income tax returns for partnerships and corporations.
- Prepare all forms and schedules for individual partnership, S-corporation, and C corporations.
- Prepare estimates and extensions for all returns
- Prepare depletion and depreciation schedules
- Provide tax compliance and advisory services to partnerships, corporations, and REITs for a variety of clients
- Work as part of a multi-disciplinary team helping to provide industry knowledge and experience
- Build and manage client relationships
- Advise clients and be responsible for delivering high quality tax service and advice
- Ensure correct and complete returns are filed in accordance with Internal Revenue Service (IRS)/state guidelines.
- Utilize tax software to prepare returns, CCH, Go Systems, One Source Income Tax, KPMG specific E-Workpaper
- Was on a leave of absence from April 2020 until January 2021 as a result of Covid-19

### **Service Manager**

Louisiana Cat

December 2018 to May 2019

- Responsible for Service Department overall financial performance of Alexandria Branch with Sales budget over \$360K/month
  - Accounts Receivable, Accounts Payable, Invoicing, forecasting, collections, commercial credit, budgets, capital expenditures, and maintain financial records in accordance with GAAP.
- Educated/briefed service department personnel on required safety regulations and monthly best practices
- Provided leadership direction to entire service department--provide/implement guidance on industry safety standards
  - 15 General Shop technicians, 4 Field technicians, 2 Service Coordinators
- Communicate corporate goals to team--improved company performance
- Partnered with human resources to hire/terminate employment
- Managed technician upgrade training--scheduled instructor led/factory-based training
- Disciplined when necessary, while following procedures with Operating Engineers Union
- Planned work schedules to include 24/7 on-call schedule
- Provided decision making to technicians to resolve issues/problems and communicate effectively to superiors
- Prepare/analyze/audit financial, labor, and safety reports
- Used Excel daily to include Pivot Tables, Macros, various charts, and goal seek to analyze/extrapolate data

### **Section Chief/Security Manager**

United States Air Force - Minot AFB, ND

October 2014 to January 2019

Supervised multiple levels of personnel, ensured compliance with Department of Defense (DoD) directives and technical guidance.

- Utilized LEAN process improvement to streamline aircraft maintenance processes, reduced major inspection time by 27%.
- Trained/led 85 technicians across multiple specialties as Phase Inspection Dock Chief. Specialized in maintaining flight controls, landing gear, and bomb door systems on the B-52H.
- Taught intermediate/advanced graphic design & woodworking skills to multiple personnel

United States Air Force

May 2000 to January 2019

### **Tax Professional II**

H&R Block - Minot, ND

October 2014 to December 2018

- Greet/prepare/file income tax returns for individuals and companies. Identify tax credits/liabilities and ensure correct and complete returns are filed in accordance with Internal Revenue Service (IRS)/state guidelines.
  - File Forms 1040, all schedules; 1041, 1065, and K-1.
  - Multi-state, International tax preparation/filing
- Explain tax code to individuals and partnerships how to maximize tax benefits permitted under law.
- Advise clients on long-term benefits of tax and estate planning.
- Schedule appointments, ensure customer satisfaction, promote/sell company financial products and services

### **Human Resources Manager/Section Chief**

United States Air Force - Mildenhall

October 2010 to October 2014

Human Resources Manager for 66 personnel; navigated through unit reorganization process. Developed new processes to remain in compliance with USAF guidance.

- Secured emergency airfare/travel for service members and families from England to United States through the American Red Cross' Hero Care program.
- Instructed Enlisted Heritage/Base history seminar, designed course curriculum
- Trained newly selected Human Resource Managers in several courses about English and Military Law

### **Aircraft Maintenance Supervisor**

United States Air Force - Barksdale AFB, LA

October 2000 to October 2010

Maintained 53 USAF B-52 fleet of aircraft, valued over \$2.1B.

- Trained employees on aircraft maintenance tasks to include interpreting engineering and technical guidance.
- Monthly fundraiser/morale improvement, inventory management, developed financial controls, General Ledger posting, cash management, created inventory database.

## Education

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### **Bachelor of Science in Accounting**

Louisiana State University Shreveport

2020

### **Master of Business Administration in Business Administration**

University of Phoenix

2013

### **Bachelor of Science**

Embry-Riddle Aeronautical University

2008

### **Bachelor of Arts in General Studies**

Louisiana Tech University

2008

## Skills

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- Accounting
- Aircraft Maintenance
- GAAP
- Financial Report Writing

## Military Service

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**Branch: Air Force**

Rank: E-7  
May 2000 to January 2019

## Certifications and Licenses

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### **Class B CDL**

#### Assessments

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#### **Customer Focus & Orientation — Expert**

June 2020

Responding to customer situations with sensitivity

Full results: [Expert](#)

#### **Interstate Truck Driving — Expert**

July 2019

Measures a candidate's knowledge of principles and methods for moving goods by road and ability to safely control operations.

Full results: [Expert](#)

#### **Administrator — Highly Proficient**

July 2020

Personality and problem-solving skills

Full results: [Highly Proficient](#)

#### **Project Management Skills: Budgeting — Highly Proficient**

April 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: [Highly Proficient](#)

#### **Verbal Communication — Highly Proficient**

April 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

#### **Attention to Detail — Highly Proficient**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.