

Brian L. Harris

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EDUCATION

DeVry University, Chicago, IL
Keller Graduate School of Management
Master Business Administration (MBA)
Graduated: December 2016
Major: Accounting & Health Service

Chicago State University, Chicago, IL
Bachelor of Arts, May 2005
Major: Psychology

WORK RELATED EXPERIENCE

Administrative Assistant & Bookkeeper, May 2000 – June 2007

Universal Real Estate Investments, Chicago, IL

- Answered in bound calls from prospective real estate investors and clients
- Scheduled business consultation appointments
- Created and typed general correspondent letters
- Conducted data entry for bookkeeping of daily journal entries for clients
- Generated financial statements for quarterly meetings with clients and investors

Tax Specialist, June 2007 – April 2010

H&R Block, Atlanta, GA

- Conducted need analysis for client's personal and business taxes
- Prepared and filed forms 1040, Schedule C & E forms
- Provided clients with tax strategies for effectively lowering their tax liabilities
- Assisted in setting up workshops and seminars to tax education to local communities
- Tracked client's tax goals and progress throughout the year

Accountant & Tax Specialist, April 2010 – Present

WB Accounting Services, Tampa, FL

- Prepare personal and business tax forms; 1040, 1065, 1120-S, Schedule C, D, & E forms
- Conduct One-on-One business consultation with start-up business owners
- Calculate and file state sales taxes and Reemployment taxes for businesses
- Perform bookkeeping journal entries for day-to-day operating business transactions
- Generate financial statements for quarterly meetings with clients
- Advise on cost analysis, budgeting, and forecasting for small businesses
- Process payroll for small businesses and file quarterly 940 and 941 tax forms
- Offer abatement services for tax delinquency and back taxes owed

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OTHER WORK EXPERIENCE

MILITARY EXPERIENCE, June 1990 – March 1994

United States Marine Corps

- Performed various duties as a Military Police Officer and an Administrative Clerk
- Created and maintained operational manuals for tactical and logistics infantry support
- Involvement in training Infantry personnel for Nuclear, Biological, and Chemical (NBC) warfare during Desert Storm

BOARD MEMBER

- Accountant / Treasurer for R&G Electric, Inc. (Current)
- Accountant / Treasurer for Gulf Coast Tankless (Current)
- Accountant / Treasurer for Nexus Sports Medicine & Tactical Design (Current)

PROFESSIONAL ORGANIZATIONS

- National Association of Tax Professional (NATP) – January 2020 – (Current)
- American Institute of Professional Bookkeepers (AIPB) – January 2020 - (Current)