



# Zara Pemberton

*Tax Intern*

**Phone:** (555) 847-2391  
**Address:** Chicago, IL  
**Website:** <https://linkedin.com/in/zarapemberton>  
**Email:** zara.pemberton@email.com

- Dedicated accounting student with strong foundation in federal taxation and hands-on experience through VITA volunteer program
- Proven analytical skills and attention to detail demonstrated through 3.8 GPA and successful completion of advanced tax coursework
- Committed to pursuing CPA certification with plans to begin exam process Summer 2024

## EDUCATION

Expected May  
2024

### Northwestern University

#### Bachelor of Science in Accounting

Northwestern University, Evanston, IL

Expected Graduation: May 2024

GPA: 3.8/4.0

CPA eligible upon graduation with 150 credit hours

Plan to begin CPA exam Summer 2024

**Relevant Coursework:** Federal Taxation (A), Corporate Tax Planning (A-), Tax Research Methods (A), Individual Taxation (A), State and Local Taxation (B+)

## EXPERIENCE

January 2023 -  
April 2023

### Northwestern University VITA Program

#### VITA Tax Preparation Volunteer

- Prepared 45+ individual tax returns for low-income families using ProConnect tax software
- Achieved 98% accuracy rate across all prepared returns with zero audit flags
- Assisted clients with complex tax situations including Schedule C business income and education credits
- Maintained strict confidentiality protocols while handling sensitive financial information

September 2022  
- Present

### Northwestern University Learning Center

#### Accounting Tutor

- Tutored 8 students in Federal Taxation, improving their average test scores by 22%
- Created comprehensive study guides for Individual Taxation concepts, adopted by 25+ students
- Explained complex tax code provisions in simplified terms for student comprehension
- Demonstrated strong communication skills while teaching Schedule A itemized deductions

June 2022 -  
August 2022

### Midwest Credit Union

#### Financial Services Associate

- Reconciled daily cash drawer with 100% accuracy across 200+ transactions
- Processed complex loan calculations and payment plans for 40+ members daily
- Maintained detailed transaction records and identified discrepancies totaling \$1,200
- Handled confidential member financial information in compliance with privacy regulations

Fall 2023

## Advanced Federal Taxation Course

### Tax Return Preparation Project

- Prepared complete Form 1040 with Schedules A, B, C, and D for complex taxpayer scenario
- Calculated alternative minimum tax and analyzed tax-saving strategies worth \$2,800
- Achieved 96% accuracy score while identifying additional deductions totaling \$1,950
- Conducted comprehensive tax research using RIA Checkpoint database

## TECHNICAL SKILLS

**Tax Software:** ProConnect Tax Software, Drake Tax, TurboTax Professional

**Research Tools:** RIA Checkpoint Research Database, CCH IntelliConnect

**Software Proficiency:** Advanced Excel (Pivot Tables, VLOOKUP, Macros), QuickBooks, SAP

**Tax Knowledge:** Individual taxation (Form 1040), Corporate tax basics, State tax fundamentals, Tax research methodology

## AWARDS AND RECOGNITION

2022-2023

### Dean's List

Northwestern University

Fall 2022, Spring 2023, Fall 2023 (GPA 3.5+)

2023

### VITA Excellence Award

Northwestern University VITA Program

Recognized for preparing 45+ accurate tax returns for low-income families

2023

### Outstanding Achievement in Federal Taxation

Northwestern University

Highest grade among 85 students in advanced course

2023

### Accounting Student Leadership Award

Northwestern University Business School

Recognized for leadership in accounting program

## PROFESSIONAL SKILLS

### Client Service

Experience explaining complex tax concepts in accessible terms

### Compliance

Strong understanding of client confidentiality and ethical standards

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## Analysis

Detail-oriented analysis and deadline management under pressure

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## Communication

Proven ability to work with diverse client populations

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## PROFESSIONAL ACTIVITIES

2022-Present

### Beta Alpha Psi Honor Society

Active Member

Active Member

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2023-Present

### Accounting Club Treasurer

Northwestern University

Treasurer role managing club finances and activities

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Spring 2023

### Tax Policy Research Project

Impact of Section 199A Deduction on Small Business Tax Planning

Analyzed 15 small business case studies, presented findings to accounting faculty

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## REFERENCES

### Available Upon Request

References Available Upon Request