

CHLOE SANCHEZ

Tax Accountant

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📍 St. Paul, MN

🌐 [LinkedIn](#)

WORK EXPERIENCE

Tax Accountant

Ecolab Inc.

📅 August 2020 - current

📍 St. Paul, MN

- Oversaw about \$21M in annual tax obligations in compliance with federal, state, and local laws
- Successfully filed corporate tax returns on time via IRS e-file, preventing late filing penalties
- Improved tax return accuracy through TurboTax, minimizing risk and fines associated with discrepancies
- Reduced data preparation time by 38% via Alteryx to streamline tax preparation and planning

Payroll Administrator

Target Corporation

📅 April 2016 - July 2020

📍 Minneapolis, MN

- Processed weekly payroll for 440+ employees using Wave Accounting
- Integrated DocuSign for signature collection on payroll documents and increased process efficiency by 62%
- Dropped inaccuracies by 43% by using Google Sheets to carry out quarterly audits of payroll data
- Used Alteryx for payroll data analysis and enhanced report generation speed by 28%

Bookkeeping Clerk

Publix Super Markets, Inc.

📅 May 2012 - March 2016

📍 Lakeland, FL

- Implemented a new data entry protocol that improved accuracy in financial records by 31%
- Increased operational efficiency by 44% by adding a digital archive of financial records on Google Sheets
- Leveraged the capabilities of Thomson Reuters Checkpoint to stay updated with the latest bookkeeping regulations and reduced the risk of compliance issues
- Streamlined invoice management and vendor payments using Zoho Invoice, improving efficiency and reducing late payments by 33%

EDUCATION

Bachelor of Science

Accounting

University of Florida

📅 September 2008 - April 2012

📍 Gainesville, FL

SKILLS

- TurboTax
- Wave Accounting
- Google Sheets
- DocuSign
- Thomson Reuters Checkpoint
- Alteryx
- IRS e-file

CERTIFICATIONS

- Certified Public Accountant (CPA)

Resume Template Tax Bracket Ideas

PT Brinkman



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