

Jordan Ellis

Fictional Tax and Accounting Candidate

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Professional Summary

Detail-oriented accounting support professional with sample experience in individual tax preparation assistance, bookkeeping cleanup, payroll data entry, bank reconciliations, and client document organization. Comfortable working with deadlines, confidential records, checklists, and small business financial information.

Core Skills

Tax preparation support	Bookkeeping cleanup	Bank reconciliations
Payroll data entry	QuickBooks Online	Microsoft Excel
Workpaper organization	Client communication	Deadline tracking

Experience

Staff Accounting Assistant | Prairie Ledger Services | Bismarck, ND | 2023 - 2026

- Prepared sample tax-season workpapers, organized W-2s, 1099s, receipts, and client questionnaires for reviewer use.
- Entered bookkeeping transactions, matched bank activity, and flagged missing documentation for follow-up.
- Assisted with payroll summaries, quarterly checklist tracking, and client file maintenance.

Bookkeeping Intern | Northern Plains Business Services | Fargo, ND | 2022 - 2023

- Updated vendor records, reconciled monthly statements, and organized digital records for small business clients.
- Created Excel schedules for expense categories, mileage logs, and recurring monthly transactions.
- Supported senior accountants by reviewing client files for completeness before monthly close.

Education

Bachelor of Science in Accounting | Dakota Valley University | 2022

Relevant coursework: Federal Income Tax, Managerial Accounting, Payroll Accounting, Accounting Information Systems

Certifications and Software

QuickBooks Online Fundamentals - sample credential | Excel for Accounting - sample training | Drake Tax exposure - sample note

Testing Note

This resume is entirely fictional and was created only as a sample PDF for upload, formatting, and workflow testing.