[jinnybrooks@gmail.com](mailto:jinnybrooks@gmail.com" \t "_blank) applied to [Talents, Acting, Film Production Writing and Translation](https://www.postjobfree.com/job/sd9ige) job in Los Angeles, CA  
Sent from Las Vegas, NV  
  
**Cover letter:**  
I'm a fairly attractive tax professional looking to work in films for any role that I may be an asset for. Excited to hear about opportunities to show my creativity.  
  
**Resume:**  
JINNY BROOKS, EA  
Las Vegas, NV  
970-924-0844  
[jinnybrooks@gmail.com](mailto:jinnybrooks@gmail.com)  
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TECHNICAL SKILLS  
1040, 1065, 1120S, 990 tax returns  
Sales Tax Audit  
Certified Tax Resolution Consultant  
Drake Tax  
Intuit ProConnect Tax  
QuickBooks  
PROFESSIONAL EXPERIENCE  
GALENA GROUP LAS VEGAS, NV SEPTEMBER 2018 – PRESENT Tax Consultant  
Self-employment. Clients/Colleagues: Suzanne Warren, JD [702-465-8585]; Julia Shaw, CPA  
[702-296-9406]; Meghan McLean, Managing Partner [702-870-7999]; Ronnie Sloan, Partner  
[702-870-7999] Raymond Wilson, CFO [702-697-8002].  
Prepare and file 1040/1065/1120S/990 utilizing paperless and paper forms, with experience filing over 300 returns in a tax season.  
Maximized federal and state tax benefits for businesses and individuals involving: o Sales and use tax  
o Federal income tax  
o IRS real estate professional status  
o Cost segregation studies for residential properties under $1 million.  
Accounting Director for a CPA firm, specializing in practice management and technical tax/accounting issues.  
Interim CFO for a commercial real estate sponsor, specializing in self-storage facilities and manufactured home parks.  
STATE OF NEVADA – TAXATION LAS VEGAS, NV JULY 2013 – SEPTEMBER 2018 Tax Auditor II  
555 E Washington Ave Ste 1300 Las Vegas NV 89101. Supervisors: Jan Vrankic [702-486- 4356]; Sandra Boydston Geiger [702-373-1229]; Ryan McKnight [702-290-4510]  
Audited businesses with Nevada-sourced revenues for various taxes including sales and use tax, modified business tax, marijuana tax, commerce tax, short-term lessor tax, live entertainment tax, tobacco tax, and tire tax compliance.  
Analyzed federal income tax returns, sales and use tax returns, financial statements, bank statements, merchant account statements, credit card statements, sales and purchase invoices, and internal controls and procedures.  
Conducted research and applied statutes and regulations to address compliance issues. Created customized tax schedules as needed for improved reporting.  
Documented and explained compliance issues, related statutes, and administrative codes in both verbal and written form during meetings and audit reports to taxpayers and State authorities.  
Educated taxpayers to improve compliance.  
Proactively addressed challenges such as uncooperative taxpayer representatives, tax account type errors, and tax date errors.  
Properly audited irregular cases, including audits with minimal or no documentation, escrow request audits, and audit leads.  
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Handled petitions for redetermination, waiver of statute of limitation requests, and waiver of penalty and interest requests.  
Independently managed audit inventory and audit schedules.  
Collaborated as a team member on group audits. Received commendations from managers and taxpayers for professionalism and strong communication skills. THINSLICE TRADING INC BOCA RATON, FL FEBRUARY 2005 – JULY 2013 CFO, Controller  
433 Plaza Real Ste 275 Boca Raton FL 33432. Supervisor & CEO: Stephen Rising [deceased]  
Key financial advisor at a private financial education services company.  
Managed a team of two to four accountants and clerks.  
Compiled, analyzed, and presented financial statements, budgets, forecasts, and variances to the CEO.  
Prepared and filed corporate income tax documents and returns. Researched and amended corporate tax returns when necessary.  
Calculated payroll and prepared payroll tax returns.  
Acted as a liaison with government agencies, insurers, lenders, and vendors, and prepared external reports.  
Developed and implemented expense reduction strategies, including insurance cost reduction plans.  
Streamlined expense accounting through customized tracking reports, cost analysis spreadsheets, and sales matrices.  
Oversaw software updates for improved efficiency.  
Created and updated employee handbooks and procedure manuals.  
Managed client requests and contributed to resolving client issues when needed. EDUCATION  
FLORIDA ATLANTIC UNIVERSITY BOCA RATON, FL [www.fau.edu](http://www.fau.edu/) MBA courses – Accounting  
THE UNIVERSITY OF CHICAGO CHICAGO, IL [www.uchicago.edu](http://www.uchicago.edu/) BA degree – French Language and Literature  
LICENSES  
ENROLLED AGENT: LICENSE 00143607-EA  
Authorized by the US Department of the Treasury with unlimited practice rights before the IRS. Member: National Association of Tax Professionals, American Society of Tax Problem Solvers, Tax Rep Network.