

# Kenia Miks

Tax

## Profile

I have over 5 years of experience in tax preparation and consulting. I am a highly-analytical thinker with an eye for detail, which allows me to quickly and accurately prepare taxes for my clients. I also have extensive knowledge of the tax code, which enables me to provide valuable insights and recommendations to my clients on how they can minimize their tax liability. In addition to preparing taxes, I also regularly review financial statements and other documents to identify potential areas of improvement or savings opportunities for my clients.

## Employment History

### Tax Manager at H&R Block, TX

Jun 2022 - Present

- Led a team of 4 tax accountants in preparing monthly, quarterly, and annual tax reports for the company's US operations.
- Reviewed and approved all journal entries related to taxes before they were submitted to corporate accounting.
- Filed over 500 federal and state tax returns per year with an average accuracy rate of 98%.
- Negotiated with the IRS on behalf of the company to settle 3 outstanding audits totaling \$250,000.
- Trained 2 new hires in proper taxation procedures.

### Tax Associate at Jackson Hewitt, TX

Jul 2017 - Apr 2022

- Analyzed tax data and prepared 50 individual tax returns, resulting in an average refund of \$1,600 per client.
- Reviewed 100 corporate tax documents and identified errors in 10% of them.
- Led a team of 3 junior associates in preparing 30 partnership tax returns.
- Trained 2 new hires on the intricacies of taxation.
- Presented to the partners on potential areas for improvement within the Tax department.

## Education

### Master of Science in Taxation at The University of Texas at Austin

Sep 2012 - May 2017

I have learned how to effectively research and analyze tax laws and regulations and how to apply them to specific tax situations.

## Certificates

### Certified Tax Resolution Specialist (CTRS)

Jan 2021

### Certified Public Accountant - Inactive (CPA)

Mar 2019

## Details

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## Links

[linkedin.com/in/keniamiks](https://www.linkedin.com/in/keniamiks)

## Skills

Tax laws

Tax accounting

Tax preparation

Tax research

Microsoft Office Suite

QuickBooks

ProSystem fx

## Languages

English

Arabic

## Hobbies

Golf

Basketball

Soccer