

QUENIE JADE ESPINOSA

Tax Preparer & Bookkeeper

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SUMMARY

Detail-oriented Tax Preparation Assistant and Bookkeeper with over 1 year of experience handling financial records, reconciliations, and tax preparation (Forms 1040, 1065, 1120, and 1120S). Proven track record of managing monthly bookkeeping for 40+ clients, reducing errors by 20%, and successfully preparing 300+ individual tax returns while consistently meeting strict deadlines.

TAX PREPARATION EXPERTISE

Core Tax Expertise: Form 1040 (Individual) — deep experience with Schedule C (Business Income) and Schedule E (Rental & Supplemental Income)

Business & Corporate Returns: Form 1065 (Partnerships), Form 1120 (C Corporations), Form 1120S (S Corporations)

Tax Software: CCH, UltraTax CS, Drake, TaxAct, ProConnect, Lacerte

SKILLS & APPS (SOFTWARE)

Accounting & Practice Management: QuickBooks Online (QBO), TaxDome

Other Software: Microsoft Excel (Advanced), Microsoft Word, Google Sheets, Google Workspace

EXPERIENCE

Bookkeeper

Borderless Accountants

February 2025 – Present

- Managed bookkeeping for 40+ small business clients.
- Categorized and reconciled bank and credit card transactions.
- Prepared monthly financial statements including Profit & Loss and Balance Sheet.
- Processed accounts payable and accounts receivable.
- Assisted with payroll processing and payroll tax filings.
- Maintained accurate financial records using QuickBooks Online.
- Assisted clients with bookkeeping cleanup and year-end adjustments.

Tax Preparation Assistant

Borderless Accountants

February 2025 – Present

- Prepared and organized client documentation for individual (Form 1040) and business tax returns (Forms 1065, 1120, and 1120S).
- Applied working knowledge of Schedule C and Schedule E to support accurate income and expense reporting.
- Used professional tax preparation software — including CCH, UltraTax CS, Drake, TaxAct, ProConnect, and Lacerte — to process client returns.
- Assisted in preparing more than 300 individual tax returns during tax season while consistently meeting all filing deadlines.
- Coordinated with senior preparers to review filings and ensure accuracy and compliance.

EDUCATION

Bachelor of Science in Marine Transportation

Philippine Maritime Institute

CERTIFICATIONS

- QuickBooks Online Certified