

TU HUYNH
Newington, Connecticut
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SKILLS AND QUALIFICATIONS

- Skilled in Microsoft Office (MS Word, Excel, Power Point, Outlook)
- Proficient with Pivot Tables in Microsoft Excel
- Experienced in accounting and tax software: QuickBooks, ProSeries, Yearli, CCH ProSystem, Auto Flow
- Math skills (2nd place at Manchester Community College's 2015 Math Contest)
- Hardworking, detail-oriented, accountable
- Language skill: Fluent in Vietnamese

WORK EXPERIENCE

GitlinCampisePrendergast LLC, CPAs – West Hartford, CT January 2019 – April 2019

Accounting Intern

- Prepared federal and state quarterly payroll tax returns, including withholding tax and unemployment insurance
- Prepared W-2's and 1099's for various business clients at year-end
- Responsible for clients' federal and state income tax returns, including some multi-state returns
- Learned and implemented software known as "auto flow" that allowed importing brokerage account activity as well as other tax documents into the individual tax returns
- Completed quality checks for clients' data for completeness and accuracy in income tax returns and financial statements

Eraway Accounting and Tax Services LLC – West Hartford, CT

October 2015 – December 2018

Accounting Assistant

- Coordinated clients' payroll for more than 200 employees on weekly, biweekly or monthly basis
- Completed on average 500 forms (W-2's and 10-99's), including communication with clients to ensure results with accuracy
- Responsible for business quarterly payroll tax returns for both federal and states, including 941's, CT-941's and CT-UC2's.
- Responsible for more than 50 clients' sales and use tax reports on monthly or quarterly basis
- Responsible for more than 100 clients' federal and states income tax returns, including both individual and business returns
- Communicated with clients for needed information or verification the accuracy of information
- Responsible for clients' annual worker compensation audit from various insurance companies

EDUCATION

Central Connecticut State University – New Britain, CT

GPA: 3.88-Major; 3.79-Overall

Bachelor of Science in Accounting

Graduated May 2019

150 Plan: Summer 2021

Awards: President's List – Spring 2017; Dean's List – Fall 2017, Fall 2018, Spring 2019

Manchester Community College – Manchester, CT

GPA: 3.9 Overall

Selected coursework in Accounting

Fall 2014 – Fall 2016

Awards: President's List – Spring 2015; Dean's List – Fall 2015, Spring 2016, Fall 2016

ACTIVITIES AND CERTIFICATIONS

- H&R Block Income Tax Certification December 2015
- CTCPA, student member May 2017 – Present
- Phi Theta Kappa Honor Society, member 2015 – Present

VOLUNTEER EXPERIENCE

- "Rebuilding Together", Manchester, CT, provided home repair services to veterans in 2016
- "Evening of Fine Wine", Manchester Community College fund raising in 2015