

Emelie Rodriguez, CPA

Strategic accounting professional delivering precise financial operations, tax compliance, and process improvements for growing businesses.

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📞 (208) 555-1234

📍 Coeur d'Alene, Idaho

CPA since 2016

MAcc

Business tax

IRS correspondence

QuickBooks certified

Professional Summary

CPA with 8+ years of progressive experience in business tax preparation, accounting operations, and financial reporting. Proven track record managing 120+ annual business returns, streamlining month-end close processes, and resolving complex IRS correspondence.

- ▶ 1120S, 1065, multi-state tax
- ▶ Month-end close & reconciliations
- ▶ IRS & state notices
- ▶ Excel, QuickBooks, Xero

Professional Experience

Operations Manager

Jan 2023 – Present

Rodriguez Family Enterprises • Coeur d'Alene, ID

- Full P&L ownership, payroll coordination, and AP/AR management for \$800K revenue operation
- Implemented structured monthly close cadence, moving to consistent 15-day close with variance analysis

Senior Tax Accountant

Jun 2021 – Dec 2022

Westfield Accounting Group • Spokane, WA

- Owned preparation and review of 120+ business tax returns annually (1120S/1065), ensuring accuracy and timely filing
- Redesigned client tax organizer templates, reducing average turnaround time by 25%

Education

Master of Accountancy

DePaul University

May 2016

BS, Accounting

University of Illinois Chicago

May 2014 • Magna Cum Laude

Certifications

CPA License

State Board of Accountancy

Active since 2016. Current with all CPE requirements (40+ hours annually)

Technical Skills

Tax Preparation

Business returns (1120S, 1065), tax planning, multi-state compliance, SALT basics

Accounting Systems

QuickBooks (Online & Desktop), Xero, Bill.com, ADP, Gusto

Excel Expertise

Pivot tables, VLOOKUP/INDEX-MATCH, financial modeling, reconciliation templates