

KIMBERLY WHITNEY

535 Pleasant Side Drive, Moncks Corner, SC 29461

Phone: (269) 377-5428

Email: kimmyjo99@yahoo.com

Objective

Entry level office manager/staff. Working in office environment. Customer service and or helping customers

Ability Summary

Experience in preparing, filing and completing tax returns, and coordinating supportive services of an organization, including recordkeeping, mail distribution, telephone operation, and other office support services. Writing schedules, data entry, answering phones, taking messages. Ability to manage office and office staff with all clerical or functional needs. experience running multiple office locations.

Employment History

- 11/2004 - Current **Multi team leader**
H & R BLOCK EASTERN ENTERPRISES INC, COLUMBUS, SC
Client service leader ran office, answered telephones, made schedules, prepared tax returns.
- 11/2004 - 05/2018 HRB RESOURCES LLC, NORTH CHARLESTON, SC
Insert Job Description Here
- 11/2004 - 06/2017 **Financial Managers**
HRB RESOURCES LLC, COLUMBUS, OH, None Selected
answer telephones, tax prep, make appointments, inventory, meetings, schedules, general office duties, bank deposits.
- 11/2004 - 06/2017 **Managers, All Other**
HRB RESOURCES LLC, COLUMBUS, OH, None Selected
Manager, ran tax office, answered telephones, prepared tax returns
- 11/2004 - 08/2016 **Administrative Services Managers**
HRB RESOURCES LLC, COLUMBUS, OH, None Selected
manage office, scheduleing, telephones, banking, tax prep. answering questions
- 11/2004 - 08/2016 **Administrative Services Managers**
HRB PROFESSIONAL RESOURCES LLC, COLUMBUS, OH, None Selected
manage office, answer telephones, help clients with tax returns, file, bank deposits. scheduleing and appointments
- 11/2004 - 05/2015 **Tax Preparers**
HRB PROFESSIONAL RESOURCES LLC, COLUMBUS, OH, None Selected
office manager and tax professional
- 11/2004 - 05/2015 **Tax Preparers**
H & R BLOCK EASTERN ENTERPRISES INC, COLUMBUS, OH, None Selected
Office manager and tax professional
- 01/2015 - 04/2015 **Financial Managers**
H & R BLOCK EASTERN ENTERPRISES INC, NORTH CHARLESTON, SC
Insert Job Description Here

Education History

Medical billing and coding

1 Year of College or a Technical
or Vocational School
Stratford career institute, Sait
albans, SC

General High School**Curriculum**

High School Diploma
Portage Community education,
Portage, MI

Occupational Licenses, Certificates and Training

11/2013

Registered Tax Professional
Internal Revenue Service

Honors & Activities

Completed my registered tax professional exam in November of 2013 So I am now registered with the IRS.

Just completed my Continuing education classes for H and R Block and certified up to a Tax Analyst.
completed my continuing education of 18 hours and more every year

Additional Information

immediate availability. eager to learn, and fast learner.

Detailed References