

ANTHONY J. DIXON

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OBJECTIVE Seeking a position as a tax accountant.

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science Degree in Business Administration, May 20xx
Major: **Accounting** G.P.A. 3.2/4.0

RELATED COURSEWORK Corporate Tax Business Law
Tax Research Seminar Business Ethics
International Taxation Accounting Information Systems

RELATED EXPERIENCE DELOITTE & TOUCHE LLP, Milwaukee, WI
01/xx – 05/xx **Tax Intern**
• Prepared individual income tax returns.
• Prepared compilation financial statements and related bookkeeping.
• Participated in several field audits.
• Assisted on an Earnings & Profit/Tax Basis study.

05/xx – 08/xx CITY COMPTROLLER'S OFFICE, Milwaukee, WI
Summers **Auditing Assistant**
• Assisted with field audits and developed pre-audit samples for on-site comparisons.
• Approved and allotted cash disbursements for grant organizations and processed respective cost reports.
• Worked on a team to ensure government regulations compliance, reported and discussed findings with management.

OTHER EXPERIENCE 06/xx – 08/XX JC PENNY, Brookfield, WI
Sales Clerk
• Provided customer service to clientele.
• Maintained inventory and stock shelves.

COMPUTER SKILLS Microsoft Word, Power Point

HONORS/ ACTIVITIES Dean's List (2 semesters)
Marquette Scholarship (4 years)
Recording Secretary Beta Alpha Psi
Midnight Run Volunteer

References Available Upon Request