

JINNY BROOKS, EA

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PROFESSIONAL EXPERIENCE

09/18-Present **Tax Consultant - Galena Group**

- Full time self-employment
- Colleagues: Suzanne Warren, JD (702) 465-8585; Julia Shaw, CPA (800) 719-2611
- Maximized federal and state tax benefits for business and individual clients via representation in and preparation of sales and use tax, federal income tax, real estate professional status, cost segregation studies for residential properties under \$1 million. 1040, 1065, 1120S preparation. Drake Tax, ProConnect Tax, QuickBooks. Interim CFO for Patriot Holdings. Certified Tax Resolution Consultant.

07/13-09/18 **Tax Auditor II – State of Nevada Department of Taxation**

- Full time at 555 E Washington Ave Ste 1300 Las Vegas NV 89101
- Supervisors: Jan Vrankic (702) 486-4356; Sandra Boydston Geiger (702) 373-1229; Ryan McKnight (702) 290-4510
- Audited businesses operating in Nevada for sales and use tax compliance, modified business tax, marijuana tax, commerce tax, short term lessor tax, live entertainment tax, tobacco tax, tire tax. Analyzed federal income tax returns, sales and use tax returns, financial statements, bank statements, merchant account statements, credit card statements, sales and purchase invoices, internal controls, internal procedures. Researched and applied statutes and regulations to compliance issues. Customized and created tax schedules as needed. Documented and explained compliance issues, related statutes, administrative codes in verbal and written form in meetings and audit reports (legal documents) to taxpayers and State. Educated taxpayers for improved compliance.
- Performed to manager's commendation as key witness for State in a hearing. Audited irregular cases such as minimal or no documentation audits, escrow request audits, audit leads. Handled petitions for redetermination, waiver of statute of limitation requests, waiver of penalty and interest requests. Took initiative to address key issues involving uncooperative taxpayer representatives, tax account type errors, tax date errors.
- Independently managed audit inventory and audit schedules. Team member on team audits. Received commendations from managers and taxpayers on professionalism and communication skills. Met or exceeded work standards. Used personal and State vehicles to travel within and outside Nevada for audits.

02/05-07/13 **CFO - Thinslice Trading, Inc.**

- Full time at 433 Plaza Real Ste 275 Boca Raton FL 33432
- Supervisor & CEO: Stephen Rising (deceased)
- Key financial advisor of private financial education services company. Managed staff of two to six accountants and clerks. Compiled, analyzed and presented to CEO the financial statements, budgets, forecasts, variances. Prepared corporate income tax documents and returns. Calculated payroll, prepared payroll tax returns. Researched and amended

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corporate tax returns. Liaised with government agencies, insurers, lenders, vendors and prepared external reports.

- Strategized and implemented expense reductions including insurance cost reduction plans. Streamlined expense accounting via customized tracking reports, cost analysis spreadsheets, sales matrices. Oversaw software updates. Created and updated employee handbooks, procedural manuals. Managed client requests, solved or aided in solving client issues.

07/01-01/05 **Controller - Marlo Electronics, Inc.**

- Full time at 2412 NW 35th St Boca Raton FL 33431
- Supervisor & CEO: Mark Goddard (954) 695-3382
- Key financial advisor to private printed circuit board manufacturing company with annual revenues of \$45M. Worked closely with Sales Director, Operations Director, Department Managers on sales, purchasing, job costing, compliance. Maintained production-based bonus program. Managed staff of two accounting clerks. Compiled, analyzed and presented to executives the financial statements, budgets, forecasts, variances. Prepared and filed personal property tax returns, sales and use tax returns. Calculated payroll, prepared payroll returns for up to 120 employees. Maintained fixed assets schedules. Valuated inventories. Administered 401(k) and cafeteria plan. Prepared and filed 401(k) reports. Liaised with government agencies, lenders, insurers, suppliers and prepared external reports. Created and implemented cost reduction strategies. Managed receivables, payables and cash flow. Updated company-wide employee handbooks, accounting manuals.
- Created and implemented strategies related to bank loans, insurance policies, 401(k) plan, employee health plan, employment law. Reduced receivables over 60 days old from 33% to 4% in 6 months. Successfully collected outstanding receivables over two years old.

LICENSES & EDUCATION

- **Enrolled Agent:** License 00143607-EA. Authorized by the US Department of the Treasury with unlimited practice rights before the IRS. Member, National Association of Tax Professionals. Member, Tax Rep Network.
- **Nevada Real Estate Salesperson:** License S.0189315.
- **Florida International University** (Miami, FL) www.fiu.edu Ph.D. coursework in Economics.
- **Florida Atlantic University** (Boca Raton, FL) www.fau.edu Master's in Accounting coursework GPA 3.7 of 4.0. GMAT score 650 of 800. GRE quantitative score 680 of 800.
- **The University of Chicago** (Chicago, IL) www.uchicago.edu B.A. in French Language and Literature. Degree completed.