

# ZACHARY HELLMAN

## PROFILE

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I am an Enrolled Agent, Federally licensed with unlimited rights to represent taxpayers before the Internal Revenue Service.

## EXPERIENCE

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2016 – Present By The Book Enterprises Los Angeles, CA  
*Accountant, Bookkeeper*

I currently work as an independent accountant, bookkeeper and tax preparer for By The Book Enterprises.

- Perform accounting and bookkeeping for a variety of different clients in various industries.
- Prepare personal and corporate federal and state income tax returns.
- Communicate and coordinate with clients to obtain their financial records and manage their documents in a secure and confidential manner.

2010 – 2015 308 Clinton Condominium Corporation Brooklyn, NY  
*Property Manager*

I was the head property manager of a multi-family apartment building in the Clinton Hill section of Brooklyn, NY.

- Oversaw all accounting and administrative services for the building.
- Coordinated directly with a contractors and vendors.
- Enforced building rules and regulations and handled all tenant issues.

## EDUCATION

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2002 – 2005 New York University New York, NY  
*Bachelor of Arts*

2005 – 2007 New York University New York, NY  
*Master of Arts*

## SKILLS

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Microsoft Office, Windows, Mac OS, QuickBooks, TaxAct, Drake, Lacerte

## REFERENCES

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*Patricia O'Brien*

President, By The Book Enterprises

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