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| Amanda guajardo, Cpaincome tax manager | | | | | | | | | | | | | | | | | |
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|  | Phone |  | 979-204-0576 |  | Email |  | ­­­­­­­­ amandac.guajardo@gmail.com |  |  |  |  |  | | Website | |  | www.linkedin.com/in/acguajardo | |
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| Experience | | | | | | | | | | | | |  | | objective | | |
| BDO USA LLP, Dallas, TX  Experienced Tax Manager – August 2022 – July 2025   * Supervised staff in the preparation and review of corporate and partnership tax returns. * Performed technical review of federal and state tax returns for clients across manufacturing, franchising, energy, healthcare, and technology industries. * Reviewed tax provisions in accordance with ASC 740 reporting requirements, identifying and resolving technical issues to ensure accurate financial statement disclosures. * Collaborated with clients to develop solutions for complex tax consulting matters, delivering timely, research-based guidance on intricate regulatory questions. * Advised clients on federal and state tax notices and controversies, successfully reducing tax liabilities and penalties. * Partnered with the tax technology team to implement and provide user feedback on the development of tax data storage software. * Coordinated with cross-functional teams to deliver comprehensive, value-added service and seamless client experience.   Tax Manager – August 2021 – August 2022   * Planned, budgeted, staffed, and managed tax engagements, overseeing project timelines and deliverables to ensure efficient and high-quality service. * Conducted technical reviews and advised on reporting positions * Mentored staff as a designated Career Advisor, providing technical training, feedback, and career advancement guidance.   Experienced Tax Senior – August 2020 – August 2021   * Conducted detailed tax return review of complex tax issues * Prepared tax provisions under ASC 740 reporting   Tax Senior – February 2020 – August 2020   * Documented and effectively communicated all significant tax positions * Mentored and provided feedback to tax associates   Experienced Tax Associate – April 2018 – February 2020   * Identified and communicated book-to-tax differences   Tax Intern – May 2017 – September 2017   * Prepared basic tax returns using tax preparation software to meet internal and external deadlines   Experienced Audit Associate – August 2017 – April 2018   * Worked in teams to reasonably assure no risk of material misstatement in private and public financial statements   Audit Associate – September 2016 – August 2017   * Performed analytical procedures and substantive tests for public and non-public companies under PCAOB and AICPA guidelines   Audit Intern – January 2015 – March 2015   * Applied audit methodology to validate and assess various control systems under GAAP reporting | | | | | | | | | | | | |  | | My objective is to contribute my expertise in tax planning, ASC 740 provision, and tax compliance to support the growth and success of the tax & accounting departments and ensure timely and accurate preparation and filing of returns, as well as managing the tax provision review process.  **EDUCATION**  **The University of Texas at Dallas**  Richardson, Texas  *Master of Science in Accounting*  Graduated May 2016  *Bachelor of Science in Accounting*  Graduated May 2015 Other certifications & memberships  * Licensed in Certified Public Accountancy in state of Texas * Former Co-Leader of BDO Dallas PRIDE Alliance * Member of Women Finance Exchange * Member of Dallas Association of Finance Professionals * Member of Women’s Energy Network * Member of the American Institute of Certified Public Accountants * Member of Texas Society of Certified Public Accountants * Member of the North Texas LGBT Chamber of Commerce * Member of the Oak Cliff Chamber of Commerce | | |
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