

Alexandra Stevens CA, CPA

Telephone: (604) 555 -5555

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SUMMARY OF QUALIFICATIONS

An experienced Senior Tax Manager with diverse experience in Compliance and Planning for Canadian corporations of all sizes. Broad based tax knowledge that includes corporate reorganizations, transaction advisory, US cross-border tax planning and international foreign reporting entities.

- Developing and maintaining expertise
- Analyzing IRS notices and drafts responses
- Training, coordinating and supervising staff
- Well-rounded in dealing with high net worth individuals and businesses
- Understanding and demonstrating firm ethics consistently
- Team building and leadership
- Organization and time management
- Managing priority accounts
- Representing clients before the IRS
- Reviewing tax accruals and associated working papers

PROFESSIONAL EXPERIENCE

Senior Tax Manager

October 2016 – Present

Prentice & Moore, LLP – Mid-sized Firm

Prentice & Moore LLP, is one of BC's original public practice firms, having a presence in the city over the last four decades. They are a highly esteemed, mid-sized firm with multiple locations in BC. They currently employ over 200 staff and 18 Partners.

- Senior Manager in the Mid-Market Canadian Corporate Tax Group – Managing clients ranging from \$50 million to \$500 million in revenue.
- Managing corporate clients in various industries, including: Real Estate, Construction, Financial Services, Manufacturing, Retail, Mining and Mining Service Companies.
- Responsible for managing complete engagements, including compliance, planning, cross-border taxation issues and provisions on each file.
- Assisting clients with various planning opportunities including ownership structures, structuring the sale of a business or assets, reorganization to introduce new shareholders, butterfly reorganizations and other day-to-day transactions.
- Managing the training and development program internally for direct to tax candidates.
- Identifying, researching and presenting tax planning solutions for clients involved in significant restructuring or transactions in various industries including real estate development.

Tax Manager

February 2013 – October 2016

BIG 4

Big 4 accounting firm with over 145,000 employees and 600 locations generating over \$5.2 billion in revenue in 2016.

- Preparation and review of individual, trust, partnership and corporate returns for Canadian-based corporations, as well as Canadian corporations with foreign reporting implications.

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- Experience in corporate tax research and preparing technical memos, planning, consulting and tax compliance matters.
- Researching and interpreting tax provisions and developing opinions on a variety of tax issues for client specific issues and transactions.
- Assisting and training junior staff.
- Liaising directly with clients and partners to inform them of the status of each engagement.

Senior Associate

January 2010 – February 2013

- Enterprise group member – dealing directly with small to mid-size private clients in multiple industries.
- Producing full financial statement packages, and preparing corporate tax returns
- Tax planning for owner-managed businesses.
- Individual tax planning and compliance, as well as estate planning.
- T1, T2, Partnership and trust returns.

EDUCATION & PROFESSIONAL DESIGNATION

Chartered Accountant, CA School of Business <i>Member in Good Standing</i>	2009 - Present
University of British Columbia, Sauder School of Business <i>Bachelor of Commerce & Business Administration (major: Accounting)</i>	2005 - 2009
Institute of Chartered Accountants In-depth Tax Courses <i>Completion of Parts I, II & III</i>	2010-2012
Certified Public Accountants (Illinois, US)	2015