■■■■■■ ■■■■■■■■■■■■■■■ ■■■■■■■:
Bookkeeper / Accounting Assistant

■■■ ■■■■ Iryna Nifantieva

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■ Career Objective

Detail-oriented accounting professional with international experience and recent training in U.S. GAAP, QuickBooks, and IRS tax basics. Seeking an entry-level position as a Bookkeeper or Accounting Assistant to contribute strong analytical and organizational skills while continuing professional development.

■ Key Skills

• QuickBooks Online • Microsoft Excel (Pivot Tables) • U.S. GAAP Basics & Financial Statements • Accounts Payable / Accounts Receivable • Payroll Processing Support • Bilingual: Russian & English

■ Experience

Volunteer Tax Preparer (IRS VITA Program) Houston City, TX State — 2023-2025 • Assisted low-income families in preparing federal and state tax returns (Form 1040, W-2, 1099). • Ensured compliance with IRS rules while maintaining client confidentiality. • Gained hands-on experience with U.S. tax system and electronic filing software. **Accountant (International Experience)** Car Service,Restaurant Company, Country-Ukraine. 1994–2008,2013-2026-27years • Managed bookkeeping, payroll, and financial reporting for a mid-sized company. • Prepared monthly balance sheets, income statements, and cash flow statements. • Implemented cost-saving strategies that reduced expenses by 10%.

■ Education & Certification

■ Bachelor’s Degree in Accounting (evaluated by WES), Poltava University,Ukraine, 2007 •English Degree (University,Ukraine,1998)

QuickBooks Certified User – in progress (Intuit) •English Degree (University, Ukraine,1998,Bilingual Education Institute,2024,Houston,TX)

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