

Evgeniya Simanova

818.423.3770 ■ alexjanesim@gmail.com ■ www.linkedin.com/in/evgeniya-simanova

Detail-oriented Bookkeeper and Tax Preparer with hands-on experience in QuickBooks, bookkeeping, financial reporting, data entry, accounting, individual and business tax preparation. Experienced in maintaining accurate financial records, preparing Profit & Loss reports, managing client documentation, and supporting tax compliance. Bilingual in English and Russian.

CERTIFICATIONS

- California CTEC Registered Tax Preparer
- Valid IRS PTIN
- IRS Annual Filing Season Program (AFSP)
- Intuit QuickBooks Certified

KEY SKILLS

- **Accounting & Taxes:** Bookkeeping, Financial Recordkeeping, Individual & Business Tax Preparation, Tax Forms & Supporting Documentation, Bank Reconciliations, Profit & Loss Reports
- **Software & Tools:** QuickBooks Online & Desktop, Microsoft Excel, Word, Office Suite
- **Core Competencies:** Financial Data Entry, Document Management, Attention to Detail, Data Accuracy, Client Records Management

WORK EXPERIENCE

Boris Barats & Associates, INC | Los Angeles, CA ■ Dec 2025 – Present

Bookkeeper & Tax Preparer

- **Managed full-cycle bookkeeping** and maintained accurate financial records for a diverse portfolio of **30 clients** using QuickBooks
- **Prepared and reviewed 70+** individual and business income tax returns, ensuring strict compliance with IRS and CTEC regulations
- **Streamlined data entry and reconciliation** processes, significantly reducing discrepancies in monthly Profit & Loss statements and balance sheets
- **Executed monthly bank and credit card reconciliations**, verifying financial data accuracy and organizing source documentation for year-end tax preparation

Self-employed | Glendale, CA ■ Dec 2019 – Present

Accounting and Administrative Assistant

- **Maintained clean ledgers**, managed expense tracking, and oversaw invoice documentation for local small businesses and independent contractors
- **Performed high-volume financial data entry** with 100% accuracy, reconciling accounts and managing budgeting spreadsheets in MS Excel
- **Supported administrative operations**, including scheduling, financial reporting, and records management to ensure seamless business workflows

EDUCATION

- **Certificate program, Account Clerk** | Glendale Community College, Glendale, CA (Nov 2024)
- **Master's degree, Travel and Hospitality** | Russian New University, Moscow, Russia (Jun 2004)