

Laura D. Sanchez
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404-629-7607

LANGUAGES

Proficient Spanish and English in verbal and written skills

EDUCATION

Georgia State University - J. Mack Robinson College of Business, Atlanta, GA GPA: 3.57
Master of Professional Accountancy
Expected graduation: December 2022

Oglethorpe University, Atlanta, GA GPA: 3.62
Bachelor of Science, Major in Accounting Minor in Business Administration
Graduation: May 2019

EXPERIENCE

Intown Suites, Staff Tax Accountant Dec 2019 – Present

- Minnesota Certificate of Rent Paid preparation
- Prepare Business Personal Property Tax returns in OneSource software.
- Prepare, generate and analyze Sales & Use Tax reports, Property and Real Estate Reports
- Analyze fixed asset & depreciation reports and reconcile asset additions and dispositions.
- Handle Real Estate and Personal Property tax bill payments.
- Assist the tax director with property appeal, value assessment, and unclaimed property schedule.
- Assist the tax director with year-end property tax true up.
- Prepare and file Sales, Use, and Hotel Occupancy Tax returns.
- Prepare and file Housekeeping tax returns.
- Assist the tax director with sales tax and property tax audits – audit calendar, correspondence to auditor’s requests, and audit status report.
- Remit Sales/Use/Lodging tax payments online.
- Prepare check requests for sales tax remittance.
- Prepare tax journal entries and enter them into the accounting system.
- Prepare weekly Flat Tax adjustment reports
- Prepare Hotel/Motel Tax Exemptions
- Prepare and maintain the annual business licenses & permits tracking and filing – Region 3.
- Assist the tax director with tax notices from various jurisdictions to resolve outstanding tax issues.

Grace-Williams C.P.A PC, Accountant / Tax Preparer Mar 2017- Dec 2019

- Prepare monthly account and expense analysis.
- Bookkeeping, Bank Accounts and Credit Card Reconciliations
- Prepare, file and pay monthly and yearly payroll taxes.
- Prepare, file and distribute yearly W-2 forms
- Prepare, file and distribute yearly 1099 forms
- Prepare, file and remit payment of monthly Sales Tax Returns.
- Prepare, generate and analyze Property Tax Returns.
- Prepare, generate and file Personal Property Tax
- Prepare, generate and file Corporate Income Tax (Partnerships, S-Corps, C-Corps)
- Prepare, generate and file Individual Income Tax

Joint United Nations Programme on HIV/AIDS. Director Assistant
Caracas, Venezuela.

Sep 2013 – Apr 2014

- Experienced in all financial aspects of a Joint Program, organization, procedures manual establishment and implementation
- Organization of promotional activities (World AIDS Day)

International Organization for Migrations.

Jan 2012 – Aug 2013

Caracas, Venezuela

- Experienced in all financial aspects of an International Organization, procedures, migration help and registrar control, manage resettlement program,
- Interacted, help; solve problems with migrants and resettlement cases.
- Work hand in hand with national authorities and nonprofit organizations (CARITAS, HIAS, Red Cross, etc.).

LEADERSHIP AND ENRICHMENT ACTIVITIES

National Society of Leadership and Success - Oglethorpe University Chapter – Treasurer 2016-2017

National Society of Leadership and Success: Oglethorpe University's Chapter, Sigma Alpha Pi.

Rotaract Club, Oglethorpe University Chapter

Oglethorpe University Lanier Scholarship

Dean's List, 2015 Spring Semester, 2016 Spring Semester, 2016 Fall Semester, 2017 Spring Semester, 2017 Fall Semester, 2018 Spring Semester, 2018 Fall Semester, 2019 Spring Semester

SKILLS

Reporting abilities, analytical thinking, organizational skills, a good understanding of client business needs, computer proficiency (Proficient in Microsoft Office Suite), and confidentiality. Communication Skills, Fluent in Spanish, QuickBooks (Desktop and Online Certified ProAdvisor), T-Sheets Certified.

COURSES, WORKSHOPS AND SEMINARS

Six Sigma Foundations, 2022

Accounting Foundations: Statement of Cash Flows, 2022

Master Microsoft Excel, 2022

Excel: PivotTables in Depth, 2022

Excel: Charts in Depth, 2022

Excel: Advanced Formatting Techniques (365/2019), 2022

Excel Formulas and Functions Quick Tips, 2022

Excel 2021 Essential Training (Office 2021/LTSC), 2022

Excel: VLOOKUP and XLOOKUP for Beginners, 2022

Excel Quick Tips, 2022

Excel Modeling Tips and Tricks, 2022

Excel: Creating a Basic Dashboard

- Field of Study: Computer Software & Applications
- Program: National Association of State Boards of Accountancy (NASBA)

Excel: PivotTables for Beginners, 2022

- Field of Study: Computer Software & Applications
- Program: National Association of State Boards of Accountancy (NASBA)
- Program: PMI® Registered Education Provider

Excel: Advanced Formulas and Functions, 2022

- Field of Study: Computer Software & Applications
- Program: National Association of State Boards of Accountancy (NASBA)

Learning Data Analytics: 1 Foundations, 2022

- Field of Study: Statistics
- Program: National Association of State Boards of Accountancy (NASBA)

Power BI Essential Training, 2022

- Field of Study: Computer Software & Applications

- Program: National Association of State Boards of Accountancy (NASBA)

Excel Essential Training (Office365/Microsoft 365), 2022

- Field of Study: Computer Software & Applications
- Program: National Association of State Boards of Accountancy (NASBA)

Cert Prep: Excel Expert – Microsoft Office Specialist for Office 2019 and Office 365, 2022

Cert Prep: Excel Associate – Microsoft Office Specialist for Office 2019 and Office 365, 2022

QuickBooks Online ProAdvisor Certification, 2019

- What's New in QuickBooks Online - Recertification training: Client's QuickBooks Online. 2019
- What's New in QuickBooks Online - Recertification training: Your QuickBooks Online Accountant. 2019

QuickBooks Online ProAdvisor Certification, 2018

- What's New in QuickBooks Online - Recertification training: Client's QuickBooks Online. 2018
- What's New in QuickBooks Online - Recertification training: Your QuickBooks Online Accountant. 2018

TSheets Certified Pro, 2018

QuickBooks Online ProAdvisor Certification, 2017

International Diploma in E-Commerce and E-Business. Venezuelan Association of the United Nations (ANUV for its acronym in Spanish). Duration 100 hours. Online. 2016

Virtual Course on Gender and Health: The Framework of Diversity and Human Rights. Washington, DC, 2013.

International Diploma in International Relations. Venezuelan Association of the United Nations (ANUV for its acronym in Spanish). Duration 100 hours. Valencia, Venezuela, 2009.