

Kimberly Bryant

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EXPERIENCE

CCSD, Las Vegas, NV - Personnel Analyst July 2024 - PRESENT

- Audit National Board Certification documentation and employee salary for financial accuracy and NRS compliance.
- Calculate salary adjustments for any changes to pay.
- Determine salary placement and process the hiring of licensed professional applicants.

CCSD, Las Vegas, NV - Intake Clerk November 2023 - July 2024

- Compile and present data analytics to the administrative team for directed action.
- Create and improve processes to track data to improve efficiency.
- Receives documents; serves as the first point of contact for employees, community/governmental agencies, and the public.

H&R Block, Las Vegas, NV - Tax Preparer Nov 2023 - June 2024

- Accurately prepare tax returns for clients to prevent audits or fines.
- Continue education to remain up-to-date on tax laws.
- Assist with IRS audit and bookkeeping services after the tax filing deadline.

CCSD, Las Vegas, NV - Temporary Clerical Assistant June 2023 - November 2023

- Conducted audit of files ensuring accuracy, and data integrity.
- Reorganized shared drive with historical job descriptions, resulting in improved efficiency.
- Revise job descriptions for clarity, ensuring compliance with labor unions and state/local laws and regulations.

H&R Block, Las Vegas, NV - Tax Preparer Assistant Jan 2023 - Apr 2023

- Maintained confidentiality of information to protect taxpayers' rights.
- Completed audit of client-submitted documentation to ensure due diligence.
- Served as the first point of contact for government agencies, and the public.

Kohl's, Las Vegas, NV - Seasonal Sales Associate Nov 2022 - Jan 2023

- Provided 5-star service as the first point of contact for customers.
- Aided customers with credit applications while safeguarding information privacy.

Women's Relief Society, Las Vegas NV - Volunteer Clerical Mar 2017 - May 2019

- Assisted in recordkeeping duties while ensuring accuracy and completeness to support budgetary decisions.

Stay at Home Parent, Las Vegas - Caregiver Mar 2000 - Nov 2022

- Provided end-of-life care for mother-in-law in-home hospice including closeout processes for her Administrative Secretary position within CCSD.

Education

Southern New Hampshire University Nov 2024 - GPA 3.955

Associate of Science - Accounting

Southern New Hampshire University TBE Aug 2025

Bachelor of Science - Accounting and Finance

Certification

Microsoft Excel for Accounting June 2024