



Trang Mai

Qualifications Summary

Trang has over 10 years of accounting and tax preparation experience in CPA firms working with a wide variety of companies in the technology and professional services industries.

Core Expertise

Accounts Payable • Accounts Receivable • Bank and Credit Card Reconciliations • Payroll Processing • 1099 Processing • State & Federal Payroll Tax Returns • City & State Excise Returns • Sales Tax Returns & Compliance • Financial Statements & Reporting • Journal Entries • Month & Year-end Closing • Cash Flow Analysis • Budgeting

Professional History

ASP	Consultant	2021 – Present
Burkland Associates LLC	Tax Manager	2020 – 2021
Officespace.com	Controller	2018 – 2021
Watson & McDonnell, PLLC	Tax Accountant Senior	2017 – 2017
FBCPA Group PS, Inc	Tax Accountant Senior	2013 – 2017
University of Phoenix	Adjunct Accounting Instructor	2012 – 2013
Sutton-McCann & Company, PS	Tax Accountant	2011 – 2012

Accomplishments

- Reorganized two inter-company sets of QuickBooks; cleaned up aged accounts receivable and collected over 70% of unpaid past due invoices; corrected payroll journal entries for the prior year
- Reconciled accounts at year-end and prepared tax preparation workpapers (including book to tax schedules) internally to reduce tax preparation fees by at least 50%
- Created accounting support processes for audit readiness
- Created how-to processes to train staff accountants

Education

- Bachelor of Arts – Chemistry, Seattle Pacific University
- J.D., Case Western Reserve University School of Law
- LL.M. – Taxation, University of Washington School of Law

Software

- QuickBooks Pro Online, QuickBooks Pro Desktop
- Microsoft Office Suite
- UltraTax, ProSystemFx Tax, Lacerte