

**Thomas Nazworth, CPA**  
*thomas@thomasnazworth.com*

**Education**

Texas Tech University | Lubbock, TX  
Master of Science, Accounting | August 2014  
Concentration: Tax  
Bachelor of Fine Arts | May 2010  
Concentration: Acting  
Graduated *Magna Cum Laude*

**Certifications**

CPA Licensure | Texas  
QuickBooks Online Certification | May 2018

*References available upon request.*

**Work Experience**

**Robison, Johnston, & Patton | Lubbock, TX**                      Staff Accountant                      Jul. 2015 to Present

- Prepared income taxes for partnerships, corporations, and individual mid-to-high-income taxpayers.
- Prepared monthly and quarterly compilations for six companies; quarterly payroll reports for eleven companies using 21st Century Accounting, QuickBooks Online, and Accounting CS.
- Responsible for e-filing over 1,000 tax returns and extending over 750 tax returns annually.
- Spearheaded ShareFile project implementation for client portal.
- Conducted tax research using RIA Checkpoint.

**Texas Tech Law School Foundation | Lubbock, TX**                      Accountant                      Jul. 2014 to Mar. 2015

- Processed all donations through a ten-million-dollar foundation.
- Processed deposits, accounts payable, and investment valuation change with Microsoft Dynamics GP 2013.
- Created valuation reports of endowments monthly.

**Howard, Cunningham, Houchin, & Turner | Lubbock, TX**                      Intern                      Jan. 2013 to Apr. 2013

- Prepared income taxes for partnerships, corporations, and individual high-income taxpayers.
- Assisted in preparation of basic accounting procedures for a broad range of companies.
- Used QuickBooks Accountant to pull necessary tax preparation information from clients.
- Conducted tax research using RIA Checkpoint.

**H&R Block | Lubbock, TX**                      Off-Season Instructor / Seasonal Tax Preparer                      Jan. 2010 to Dec. 2012

- Taught biweekly classes following a prearranged text for 14 weeks.
- Covered tax return preparation using a computer program and by hand.
- Trained and managed new tax preparers in use of proprietary software and conduct within tax office.
- Preparation of both complex and simple tax forms for low to medium income taxpayers.

**Skills**

- Knowledge of Windows operating systems and computer hardware structure.
- Proficient with Thomson Reuters CS Suite (Accounting, UltraTax, FileCabinet, and Fixed Assets), QuickBooks Online, QuickBooks Desktop, Adobe Acrobat Pro, and Skype.
- In-depth knowledge of Microsoft Office Word, Excel, and Outlook (2010, 2013, and 2016).