

Carlos Cortez

(575) 571-8956
carlosjaviercortez@gmail.com

EDUCATION

New Mexico State University, Las Cruces, NM, Bachelor of Accountancy with a minor in Finance

Graduation date: May 2009

Relevant Courses in Accounting and Finance:

Financial Accounting I and II
Accounting Systems
Investments
Federal Taxation

Financial Information Technology
Auditing Theory and Practices
Advanced Business Law Topics
Enterprise Resource Planning

SKILLS

- * Proficient knowledge of GenTax and exercising knowledge of DTax software
- * Working knowledge of New Mexico CRS rules and regulations
- * Able to communicate effectively both orally and in writing
- * Exercising knowledge of Microsoft Excel, Access, Word, Publisher and PowerPoint

WORK EXPERIENCE

12/2007-Present **NM Taxation and Revenue-** Audit and Compliance Division, Santa Fe and Las Cruces, NM
Intern

- Review tax documents to assure legal compliance and accuracy of computations for gross receipts and Personal Income tax.
- Computes and prepares business taxes gross receipts
- Prepares Individual State income tax returns
- Researches tax rules and regulations

Summer 2008 **Intrepid Potash** - Carlsbad, NM
Risk Management Intern

07/2006- 12/2007 **Martin Lutz Roggow Hosford and Eubanks-** Las Cruces, New Mexico
Courier

08/2005-08/2006 **Rugge Rosales and Associates,** Albuquerque, New Mexico
Courier and receptionist

PROFESSIONAL ORGANIZATIONS

Delta Sigma Pi, Professional Business Fraternity.

Participating member of the Association of Latino Professionals in Finance and Accounting (ALPFA).

REFERENCES

Excellent references available upon requests