

Chloe Sanchez

Tax Accountant

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St. Paul, MN

[LinkedIn](#)

WORK EXPERIENCE

Ecolab Inc. - Tax Accountant

August 2020 - current

St. Paul, MN

- Oversaw about \$21M in annual tax obligations in compliance with federal, state, and local laws
- Successfully filed corporate tax returns on time via IRS e-file, preventing late filing penalties
- Improved tax return accuracy through TurboTax, minimizing risk and fines associated with discrepancies
- *Reduced data preparation time by 38%* via Alteryx to streamline tax preparation and planning

Target Corporation - Payroll Administrator

April 2016 - July 2020

Minneapolis, MN

- Processed weekly payroll for 440+ employees using Wave Accounting
- Integrated DocuSign for signature collection on payroll documents and increased process efficiency by 62%
- *Dropped inaccuracies by 43% by using Google Sheets* to carry out quarterly audits of payroll data
- Used Alteryx for payroll data analysis and enhanced report generation speed by 28%

Publix Super Markets, Inc. - Bookkeeping Clerk

May 2012 - March 2016

Lakeland, FL

- Implemented a new data entry protocol that improved accuracy in financial records by 31%
- *Increased operational efficiency by 44%* by adding a digital archive of financial records on Google Sheets
- Leveraged the capabilities of Thomson Reuters Checkpoint to stay updated with the latest bookkeeping regulations and reduced the risk of compliance issues
- Streamlined invoice management and vendor payments using Zoho Invoice, improving efficiency and reducing late payments by 33%

EDUCATION

University of Florida - Bachelor of Science, Accounting

September 2008 - April 2012

Gainesville, FL

SKILLS

TurboTax; Wave Accounting; Google Sheets; DocuSign; Thomson Reuters Checkpoint; Alteryx; IRS e-file; Zoho Invoice

CERTIFICATIONS

- Certified Public Accountant (CPA)