

Richard Le

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PROFILE

Master of Professional Accountancy Candidate with direct experience in tax preparation, financial reporting, and data analysis, driven to launch a career in accounting. Passionate about solving business challenges by delivering strategic value through tax compliance, research, and client service.

Skills: Accounting, Tax Preparation, Financial Report Preparation, Data Analysis, Research, Problem Solving, Client Service, Team-Oriented, Effective in Fast-Paced Environments

Technologies: Intuit ProSeries, Tax Slayer, Advanced Excel (VLOOKUP, Pivot Tables, Macros, Graphs, Analysis, Charts), SQL (Database Design), Python, JavaScript, HTML/CSS, MS Office Suite

Bilingual: English (Fluent) / Vietnamese (Conversational)

EDUCATION

University of California, Davis - Graduate School of Management <i>Master of Professional Accountancy</i> CPA Eligibility	Sep 2025 – Jun 2026 Expected June 2026
Oregon State University <i>Bachelor of Science in Computer Science (GPA: 3.74)</i>	Jun 2023 – Aug 2025
University of the Pacific <i>Bachelor of Science in Health, Exercise and Sport Science</i>	Aug 2018 – Dec 2022

EXPERIENCE

Teaching Assistant <i>UC Davis - Davis, CA</i> <ul style="list-style-type: none">Support instruction in Introduction to Financial Accounting undergraduate course.Assist with course preparation, tutoring, leading discussion sessions, holding office hours, and grading.	Sep 2025 – Jun 2026
VITA Certified Volunteer Advanced Tax Preparer <i>IRS - Fremont, CA</i> <ul style="list-style-type: none">Prepared 9+ federal and state tax returns (Forms 1040, 1099-G, 1098-T, 1099-B, 1099-DIV, Schedule C) using TaxSlayer for clients earning less than \$75,000.Conducted client interviews to collect, verify, and ensure accuracy of income documents.Delivered quality service in compliance with IRS regulations under advanced VITA/TCE standards.	Jan 2025 – Apr 2025
Tax Intern <i>Main Street Accountancy - San Jose, CA</i> <ul style="list-style-type: none">Collaborated with CPA and EA Principals to gather and organize income, deduction, and credit documentation.Assisted in preparing 1040s, 1099-DIV forms, and rental income schedules using Intuit ProSeries.Developed foundational knowledge in interpreting tax schedules A, B, and E.	Jan 2025 – Feb 2025
Business Analytics & Venture Capital Extern <i>HP - Remote</i> <ul style="list-style-type: none">Researched 100+ Gen-AI startups by analyzing financial metrics, team structures, and business models.Performed data analysis using Excel and SQL to identify trends, forecast metrics, and present recommendations.Introduced an e-commerce GenAI startup and presented findings.	Jul 2024 – Aug 2024
Self-Checkout Associate <i>Walmart - Pleasanton, CA</i> <ul style="list-style-type: none">Operated register, assisted customers, and processed payments and returns.Strengthened ability to perform under pressure and resolve customer concerns in a fast-paced environment.	Nov 2017 – May 2018

ADDITIONAL

Certifications: VITA/TCE Advanced Tax Preparer, Intake/Interview, and Quality Review
Affiliations: CalCPA, AICPA, Beta Alpha Psi