

# MARCIO ANDRADE COELHO

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With over 8 years of experience managing business office functions and providing support to principals, co-workers, and clients. Seeking to apply my knowledge and adaptable personality to the company's needs.

## EXPERIENCE

**MARCH/25 – FEB/26**

**BOOKKEEPER (PART-TIME)**

**HOUSE OF FLORA**

- Documenting financial transaction details and monitoring the transactions
- Preparing and filing financial documents
- Processing accounts payable and accounts receivable
- Fact-checking accounting data
- Reconciling company accounts
- Processing payroll and tracking payroll data
- Assisting with tax payments and returns
- Working with staff accountants as needed

**JAN/25 – (SEASONAL)**

**SITE COORDINATOR – INCOME TAX RETURN**

**HUMAN RESOURCE AGENCY OF NEW BRITAIN**

- Providing free federal and state income tax return to low-income taxpayers, completing necessary tax forms and answering tax questions. During the tax season we prepare and e-file income tax return utilizing TaxSlayerPro tax software, assisting clients to identify and claim maximum deductions and tax credits such as Earned Income Tax Credit, and helping to improve client understanding of taxes and finances.

**2018 – 2025**

**CONTROLLER**

**PERFECT SERVICES LLC**

- Handle day-to-day accounting duties using QuickBooks
- Process accounts payable and receivable
- Assist with bank reconciliations and financial reporting
- Maintain accurate records and documentation

- Support with payroll processing and other accounting tasks.
- Processing Invoices for Entry and Payment using QuickBooks software
- Elaboration of work schedule for employees
- conciliation of monthly Payout and Paystubs.
- follow up report and communication with managers and corporations.

**2015 – 2021**

**FINANCIAL CONSULTANT**

**ANDRADES CONSULTORIAS (BRAZIL)**

Performing financial and commercial consulting activities and auditing operational processes. Employee training and mentoring. Analysis of Companies' Profitability with Action Plan for Cost Management and budget planning.

**EDUCATION**

**GRADUATED - DEC/24**

**ACCOUNTING CERTIFICATE**

**GPA: 3.5**

**TUNXIS COMMUNITY COLLEGE**

With a GPA of 3.5, this course is an introduction to basic accounting concepts and principles, with an emphasis on their practical application to recording, classifying, and summarizing financial information that flows within a business enterprise. The accounting cycle is examined, along with such areas as sales, purchases, cash, receivables, income tax laws, income tax returns rules and payroll.

**2015**

**MASTER OF BUSINESS ADMINISTRATION IN FINANCIAL MANAGEMENT AND CONTROLLER (MBA) – ESTACIO (BRAZIL)**

**EXTRA-CURRICULAR ACTIVITIES**

**01/2021 – 12/2024**

**VOLUNTEER INCOME TAX PREPARER (BASIC AND ADVANTAGE LEVEL)**

**HRA VITA NEW BRITAIN**

Worked preparing income taxes (federal and state returns), interviewing clients regarding all income, deductions, and allowable credit(s), and gaining extensive knowledge.

## **SKILLS**

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Management of tasks
- Attention to Detail
- Problem Solving
- Knowledge system TaxSlayerPro
- Knowledge system Quickbooks Online and Desktop
- Knowledge system ProConnect tax
- Knowledge system Drake Desktop
- Strategic Planning
- Dynamic
- Organized
- Strong Work Ethic
- Fluence in Portuguese language
- Drake tax software