

## Paul M. Coleman

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2015**  
**Major: Accounting, Finance** | Total expected credits: 150  
GPA: 3.35  
*Selected Courses:*  
Intermediate Accounting II, Financial Management, Intermediate Accounting, Cost Accounting, Intermediate Corporate Finance, Financial Accounting, Business Communications, Business Ethics

### ACTIVITIES & AWARDS:

- Marketing Chairman, Beta Alpha Psi, 2014 – present
- Study Abroad Ambassador, Temple University, 2014 - present
- Member, Pennsylvania Institute of Certified Public Accountants, 2013 - present
- Member, National Association of Black Accountants, 2012 – present
- Lafayette College Football Team, 2010-2011
- Goodwin Memorial Baptist Church Academic Scholarship, 2010
- William Howard Day Cemetery Scholarship, 2010
- Lafayette College Athletic Grant, 2010
- National Achievement Scholar, 2009

EXPERIENCE: H&R BLOCK, Philadelphia, PA December 2012 – Present  
**Tax Professional**

- File federal income tax returns (1040EZ, 1040A, 1040) and Pennsylvania state income tax returns (PA40)
- Ensure clients receive the maximum refund available
- Help clients understand their tax situation and respond to tax concerns as appropriate

### INTERNATIONAL EXPERIENCE:

TEMPLE UNIVERSITY IN BRAZIL, Salvador, BA, Brazil July – August 2013

#### **Study Abroad Program**

- Completed two courses on Brazilian culture, and enrolled in a Portuguese class
- Learned to adapt quickly in a foreign environment
- Managed finances in varying currencies
- Embraced cultural differences, enhanced language skills, learned new customs, and used communication and organization skills to navigate through the city
- Built personal relationships with international students from diverse countries such as Mexico, Japan, the United Kingdom, France, Italy, Brazil, and the USA

### SKILLS & LANGUAGES:

- Professional PTIN (Preparer Tax Individual Number)
- Portuguese – Conversant
- Spanish - Basic
- Certified Microsoft Excel Specialist