

Cole Navin

EXPERIENCE

Tax Intern

EY

January 2023 - March 2023 • Houston, TX

- Prepared various audit work-papers for a channel 2 tax provision.
- Prepared and filed over 200 Form 7004s for partnership and corporation clients.
- Reorganized and calculated data from balances sheets for calculation of valuation allowances.
- Managed communications between various managers and staff in coordination of extensions project.

Office Coordinator

Greater University Tutoring Service

August 2020 - December 2022 • Madison, WI

- Created a safe and inclusive environment that promoted diversity and supported learning.
- Planned and led social and development events including 1 large banquet event each semester.
- Updated and maintained the GUTS website.
- Managed the physical office space and inventory.
- Pioneered the GUTS Tips newsletter with over 12 GUTS Tips published.

Conference Services Administrative Assistant

UW-Madison Housing

November 2019 - May 2020 • Madison, WI

- Corresponded with clients daily to solve problems regarding room set-ups, availability, and more, while ensuring a positive experience with University Housing.
- Composed external space reservation confirmations and reviewed summer conference contracts to eliminate errors.
- Redesigned the department's invoice tracker and budget to maximize efficiency.

Seasonal Employee

Frank E. Sterbin CPA, SC

August 2019 - August 2021 • Racine, WI

Accounting Apprentice

Frank E. Sterbin CPA, SC

December 2018 - August 2019 • Racine, WI

Associate

Panera Bread

August 2017 - June 2019 • Mount Pleasant, WI

EDUCATION

Masters of Accountancy

University of Wisconsin-Madison • Madison, WI • 2024

Bachelor of Business Administration - BBA, Accounting

Certificate in Spanish for Business • University of Wisconsin-Madison • Madison, WI • 2023 • 3.8

CERTIFICATIONS

Wisconsin School of Business: Excel Proficiency

University of Wisconsin-Madison • 2021

Google Analytics for Beginners

Google • 2021

Business Administration Management Skills Standard Certificate

Wisconsin Department of Public Instruction • 2019

Employability Skills Standard Certificate

Wisconsin Department of Public Instruction • 2019

Skills Standard Certificate in Accounting Services

Wisconsin Department of Workforce Development • 2019

Microsoft Certified Technology Specialist (MCTS): Office 2016

Microsoft • 2019

INVOLVEMENT

Institute of Management Accountants, UW-Madison (IMA)

Member • September 2019 - May 2022

- Served as member, Program Director, President-Elect, and President.

Wisconsin ESL Institute (WESLI)

Conversation Partner • June 2021 - December 2021

DECA, UW-Madison

Member • September 2019 - May 2020

- Earned 2nd place in Event Planning at state competition.

Boy Scouts of America

Boy Scout • September 2006 - September 2019

- Attained Eagle Scout rank in August 2018.
- Served as Troop Leader for 1 year to help other scouts achieve their scouting goals.