

# Richard Le

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🌐 <https://richardnle.com/>

## PROFILE

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**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 teamwork, 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

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

## EXPERIENCE

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<b>MPAC Vice President</b> <i>UC Davis - Davis, CA</i> <ul style="list-style-type: none"><li>Elected Vice President for the 2026 MPAC cohort of 50 Master of Professional Accountancy students.</li><li>Acted as a liaison between students and Graduate School of Management leadership to communicate concerns and feedback.</li><li>Coordinated cross-program initiatives with MBA and Master of Management student leaders, including professional development and networking events.</li></ul>	Nov 2025 – Jun 2026
<b>Teaching Assistant</b> <i>UC Davis - Davis, CA</i> <ul style="list-style-type: none"><li>Support instruction in Introduction to Financial Accounting undergraduate course.</li><li>Assist with course preparation, tutoring, leading discussion sessions, holding office hours, and grading.</li></ul>	Sep 2025 – Jun 2026
<b>VITA Certified Volunteer Advanced Tax Preparer</b> <i>IRS - Fremont, CA</i> <ul style="list-style-type: none"><li>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.</li><li>Conducted client interviews to collect, verify, and ensure accuracy of income documents.</li><li>Delivered quality service in compliance with IRS regulations under advanced VITA/TCE standards.</li></ul>	Jan 2025 – Apr 2025
<b>Tax Intern</b> <i>Main Street Accountancy - San Jose, CA</i> <ul style="list-style-type: none"><li>Collaborated with CPA and EA Principals to gather and organize income, deduction, and credit documentation.</li><li>Assisted in preparing 1040s, 1099-DIV forms, and rental income schedules using Intuit ProSeries.</li><li>Developed foundational knowledge in interpreting tax schedules A, B, and E.</li></ul>	Jan 2025 – Feb 2025
<b>Business Analytics &amp; Venture Capital Extern</b> <i>HP - Remote</i> <ul style="list-style-type: none"><li>Researched 100+ Gen-AI startups by analyzing financial metrics, team structures, and business models.</li><li>Performed data analysis using Excel and SQL to identify trends, forecast metrics, and present recommendations.</li><li>Introduced an e-commerce GenAI startup and presented findings.</li></ul>	Jul 2024 – Aug 2024

## QUALIFICATIONS

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