

STEPHEN McMILLEN

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EDUCATION

College of the Desert Associate of Arts	August 2009 - May 2012
University of Texas at Austin Full Stack Coding Bootcamp	August 2019 - November 2019
Austin Community College BAS in Software Development	December 2023 – Present

SKILLS AND ADDITIONAL INFORMATION

Problem Solving ◆◆◆◆◇	Adaptability ◆◆◆◆◇	Microsoft Excel ◆◆◆◆◇	Microsoft Word ◆◆◆◆◇	Intuit QuickBooks ◆◆◆◆◇
Critical Thinking ◆◆◆◆◇	Teamwork ◆◆◆◆◇	Microsoft Access ◆◆◆◆◇	HTML ◆◆◆◆◇	CSS ◆◆◆◆◇
Interpersonal Skills ◆◆◆◆◇	Time Management ◆◆◆◆◇	Photoshop ◆◆◆◆◇	JavaScript ◆◆◆◆◇	Python ◆◆◆◆◇

Office Collaboration: Microsoft Office, GitHub

CRM Software: Shopify, HubSpot, MailChimp, Vendini, Thundertix

Graphic Design: Adobe Photoshop & Illustrator, MS Publisher, GIMP, Inkscape

Software/Programming: Python, HTML, CSS, JavaScript, jQuery, Node.js, MySQL, APIs, NPM

Video Production/Animation: Adobe After Effects, Sony Vegas, AVID, FinalCut Pro

Languages: Fluent in English, working knowledge of Spanish (written), conversational (spoken)

Work Eligibility: Eligible to work in the U.S. with no restrictions

EMPLOYMENT EXPERIENCE

Nirvana Systems Inc. Austin, Texas

Accountant / Bookkeeper

April 2020 – Present

Oversee financial data for 1 corporation and 5 related LLC's. Including accounts payable and receivable, payroll, and daily financial entries and reconciliations. Monthly financial reporting, sales and use tax general ledger entries, and record payments and adjustments.

Mood:Media Inc. Austin, Texas

The world's leading in-store media solutions: sight, sound, scent, social media

Project Coordinator

February 2020 - March 2020*

Coordinated with sales, engineering, shipping, and field service departments on installation and service of audio, video, and drive-thru systems from planning to completion. **This position was eliminated as a result of precautions taken amid the COVID-19 outbreak*

Champion Income Tax Palm Desert, California

A full service tax practice serving over 400 clients in tax return preparation, payroll, and bookkeeping.

Office Manager

May 2013 - August 2019

Coordinated office operations and tax return preparation for over 400 clients. Maintain and update company website. Restructured marketing & client acquisition methods to foster an average 15% growth in client base annually. Grew a small tax practice into the highest rated tax practice (*Yelp*) in the Coachella Valley of Southern California. Oversaw operations, resulting in an average of \$165K in annual revenue. Managed bookkeeping and payroll for 3 businesses and personally prepared 70-90 tax returns annually.

Desert Theatreworks Indio, California

A non-profit corporation providing education and training aimed at youth of the Coachella Valley

Director of Marketing

February 2018 - August 2019

Maintained and updated company website and blog weekly. Booked and managed events & facility use for multiple organizations (50-200 attendees). Authored grant requests for state, county, and municipal grants, yielding over \$15K awarded. Implemented online form submissions for all company programs, resulting in a paperless office. Established and maintained databases for storing contact, age, school, allergy, and health information for over 300 students in various programs. Designed posters, programs, brochures, and 36 weekly advertisements. Oversaw administrative operations, scheduling, and correspondence with state, county, and municipal entities. Promoted to Director of Marketing in less than 1 year of employment.

Barton CPA - Palm Springs, California

Staff Accountant, Administrator & Executive Assistant

March 2016 – 2018

Prepared monthly financial reports for 5 businesses and 2 individuals • Appointed member of the “*The Green Team*,” specializing in financial reporting and tax preparation of cannabis-based businesses. • Wrote, produced and edited company video entry for QuickBooks 2016 *Firm of the Future* contest. Selected as one of the top ten videos out of over 400 entries.

LEADERSHIP EXPERIENCE AND ACTIVITIES

California Tax Education Council- Director, CRTP ; 2019

An organization established by the California State Legislature to promote competent tax preparation within the State of California through approving tax schools, certifying education of tax preparers, and revising California tax codes.

Elected to the Board of Directors 2019

Committees Served on:

- Bylaws Committee
- Governance Committee
- Public Awareness Committee
- Tax Preparer Committee

Desert Business Association - *Business Ambassador; 2016-2018 An organization comprised of about 250 LGBT and allied businesses and professionals from across the Coachella Valley who have joined together for business promotion, economic development, educational, and humanitarian purposes.*

HONORS

Golden State Certificate for Excellence in Mathematics

OTHER INTERESTS

Python Programming
Oil Painting

Web Development
Rubik’s Cubes

Film Production
Sushi Making

Graphic Design
Skydiving