

Tinna Ostrom Resume

Education

- **Bachelor of Science in Accounting**, Western Governors University, April 2018
- **Enrolled Agent**, Certified to practice before the IRS

Professional Experience

Enrolled Agent / Owner, T.O. Bookkeeping LLC, Sparks, NV

September 2019 – Present

- Provide tax preparation, specializing in small businesses
- Offer full-service bookkeeping, payroll, and forensic accounting services

Auditor II, State of Nevada, Department of Taxation, Local Government Services

July 2018 – August 2019

- Conduct financial audits for gold mining companies (Net Proceeds of Minerals Tax)
- Perform audits of counties for Real Property Transfer Tax

Bookkeeper, Evans, Nelson & Company CPAs, Reno, NV

January 2017 – January 2018

- Managed full-service bookkeeping and payroll for clients

Accounting Assistant II, State of Nevada, Rural Regional Center, Sparks, NV

May 2013 – January 2017

- Handled accounts payable and audited service provider billing

Freelance Bookkeeper, Sparks, NV

February 2018 – June 2018

- Assisted small businesses with bookkeeping services during transition periods