
Martha Lavin

Reno, NV 89510

~~908-308-2808 | marthalavin@gmail.com~~

Summary

Self-directed individual with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with clients, coworkers and technology,

Skills

- Computer proficient
- Microsoft Office
- Financial records and processing
- Client-focused
- Results-oriented
- File/records maintenance

Experience

- 09/2002 - Current **AON/Univers** — Maitland, FL
Benefits Counselor
- Educated and advised employees on group health plans and voluntary benefits.
 - Provided detailed information about benefits and limitations of different policies and programs.
 - Organized paperwork and checked individual pages for accuracy and completeness. Secured and filed all paperwork on a timely basis.
- 11/1990 - 05/2021 **H & R Block Enterprise** — Reno, NV
Tax Professional
- Prepared individual tax returns, filed all forms on a timely basis, maintained confidentiality and kept secure all information.
 - Determined clients' eligibility for tax credits, abatements or deductions through careful research and oversight.
 - Responded to state and federal tax notices by preparing written responses or tax return amendments.
- 06/2020 - 09/2020 **US Census Bureau** — Reno, NV
Field Supervisor
- Maintained high standards of safety, productivity and quality.
 - Recorded supplies, parts, equipment and employee work hours.
 - Mentored Field Enumerators and implemented training in use of Census equipment, conducting Census interviews and maintaining confidentiality.

Education

Ventura College Ventura, CA - Business

Christopher Newport University Newport News, VA - Business

Activities

Board of Directors Belmar Chamber of Commerce, 10 years. Volunteer City of Reno, NV Senior Services.