

# SKY RENEE' PINSON

1914 Autumn Meadow Tr.

Dallas, Texas 75232

469-810-7005

[skypinson@my.unt.edu](mailto:skypinson@my.unt.edu)

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## OBJECTIVE

My objective is to secure a full time position with an organization where my experience and knowledge of the tax field and leadership skills will allow me the opportunity to advance professionally.

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## EDUCATION:

**University of North Texas, Denton** Bachelor of Liberal Arts Magna Cum Laude **May 2022**

- Majored in Media Art and graduated Magna Cum Laude with a GPA of 3.7

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## WORK EXPERIENCE:

**Concord Baptist Church, Dallas, TX** **May 2019 – August 2019**  
**Summer Camp Counselor**

- Prepared weekly lesson plans for fifth graders with the goal of teaching life principles.
- Lead fitness activities to promote healthy practices for students to learn the importance of physical activity which allowed them to build social skills and a healthy relationship with exercise.
- Helped maintain a secure and entertaining environment for 40 students to be able to properly exercise in a safe environment.

**Liberty Tax, Denton, TX** **September 2018 – March 2019**  
**Tax Preparer**

- Filed and recorded clients' tax documents.
- Filled out report logs to assist clients in reporting their income for tax purposes.
- Followed company procedures and maintained confidentiality of documents to report for the Federal Income Bureau for clients by using an online database to report specific incomes and expenses for that year.
- Promoted products and other services offered by the company to clients with special discounts that would be beneficial for their financial position.

**Golden Chick Restaurant, DeSoto, TX** **May 2019 – August 2019**  
**Team Member**

- Accurately processed customer orders and resolved complaints.
- Efficiently prepared orders to decrease customer wait times and increase customer satisfaction.
- Ensured the store was clean and well maintained according to health and safety standards to prevent cross contamination and food related illnesses.

**Khol's Department Store, Cedar Hill, TX** **May 2018 – August 2018**  
**Sales Associate**

- Managed cash registers and promoted products and other services offered by the company.
- Answered questions regarding customer services issues with merchandise and resolved customer complaints.
- Stocked shelves and organized display areas to uphold store aesthetics.

**Sears Holdings Corporation, Dallas, TX** **January 2017 – July 2017**  
**Sales Associate**

- Resolved complaints and promoted products and other services to increase monthly revenue.
- Communicated with customers to provide a better shopping experience.
- Installed displays weekly to feature seasonal products.

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## TECHNICAL SKILLS:

Microsoft Word | PowerPoint | Final Cut Pro | Verbal Communications | Written Communication | Multi-tasking

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## CAMPUS & COMMUNITY INVOLVEMENT:

Member of North Texas TV (NTTV)