

EDMOND BABAKHANYAN

Santa Clarita, CA | (818) 696-3030 | edbabakhanyan@gmail.com

EDUCATION

Bachelor of Science in Accountancy

California State University, Northridge, CA

Overall GPA: 3.63 | Accounting GPA: 4.0

Expected Graduation: May 2027

CPA Eligible: May 2027

Associate in Science for Transfer Business Administration

December 2024

Associate of Science Accounting

Associate of Arts Social Science

Glendale Community College, Glendale, CA

Graduated with Honors | Dean's List: 4 semesters

EXPERIENCE

Tax Relief Helpers, Encino, CA

July 2025 – Present

Document Support Specialist (40 hours/week)

- Reviewed, organized, and processed documentation to support backlog clearance.
- Performed accurate data entry and information validation using internal systems (Google Sheets, CRM, and other document management tools).
- Maintained confidentiality and data security while handling sensitive information.

XP Auto Center, San Fernando, CA

May 2020 – August 2023

Office Assistant/Bookkeeper (40 hours/week)

- Processed 10+ weekly invoices, improving billing accuracy and streamlining cash flow.
- Tracked payments, managed collections, and generated reports to reduce outstanding balances.
- Monitored inventory records for parts and supplies, ensuring accurate tracking and assisting in timely reorders to prevent shortages.

PROFESSIONAL INVOLVEMENT | VOLUNTEER ACTIVITIES

Accounting Association

February 2025 – Present

Member

- Enhanced career readiness by attending a resume workshop, refining application strategies, and strengthening professional presentation
- Expanding professional network through an upcoming mentorship mixer, connecting with industry professionals for career insights and opportunities.

Beta Alpha Psi (BAP)

September 2025 – Present

Member

- Engaged in professional development through networking events, community service, and leadership opportunities within the accounting, finance, and information systems fields.

Volunteer Income Tax Assistance (VITA) COC/CSUN, Tax Preparer

January 2025 – April 2025

- Prepared 24+ tax returns per season with accuracy, IRS compliance, and minimal errors.
- Completed 'Advanced' tax law, Standards of Conduct, and Intake, Interview, & Quality Review IRS Examinations.

SKILLS | INTERESTS

Microsoft Office (Word, Excel, Access, PowerPoint), TaxSlayer Pro, QuickBooks Online & Desktop

Fluent in English and Armenian.