

Kelvin Muriuki

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PROFESSIONAL SUMMARY

Accounting and finance student with hands-on experience in tax preparation, payroll accounting, cost variance analysis, and investment management projects. Certified in Excel, Tableau, and QuickBooks. Seasonal Tax Associate and VITA volunteer building toward a career in wealth management, with a long record of dependable, client-centered service.

EDUCATION

Purdue Global

Accounting and Analytics

Enrolled January 2027

Manchester University

College of Business Member

January 2026 – December 2026

- Competed on the E-Sports team (Mario Kart and Fortnite)

Ivy Tech Community College

Bachelor's in Business Administration

Graduated May 2023

- Student Government; IT Club

CERTIFICATIONS

Microsoft Excel | Tableau | QuickBooks

SKILLS

Accounting & Tax: Individual tax return preparation, payroll accounting, cost variance analysis, bookkeeping

Finance: Investment management analysis, budgeting and variance reporting, business analysis

Software: Microsoft Excel, Tableau, QuickBooks

Caregiving & Compliance: Medication administration, documentation, incident reporting, person-centered support, confidentiality

Professional: Client service, attention to detail, accuracy and confidentiality, teamwork, reliability

ACADEMIC & ANALYTICAL PROJECTS

- Investment Management Project (Excel): analyzed and managed an investment portfolio using spreadsheet models.
- Business Analysis Project (Tableau): built data visualizations to analyze business performance.
- Cost Variance Analysis Project (Managerial Accounting): compared budgeted and actual costs to identify variances.
- Payroll Project (Payroll Accounting, Excel): calculated and processed payroll using Excel.

PROFESSIONAL EXPERIENCE

Seasonal Tax Associate, Full Time | H&R Block

November 2026 – April 2027

- Prepared and filed 250 individual tax returns during the tax season in a full-time role.
- Interviewed clients to gather income, deduction, and credit information and ensured accuracy of every return.
- Protected sensitive client financial data and maintained confidentiality at all times.
- Explained tax results and refund or balance-due outcomes to clients in clear, plain language.

Security Guard | Securitas

July 2026 – August 2026

- Monitored property, controlled access, and conducted patrols to keep people and assets safe.
- Documented incidents and daily activity in accurate written reports.
- Responded calmly to safety concerns and followed site procedures and escalation protocols.

Direct Support Professional | Corvillia

July 2024 – January 2026

- Provided daily care and support to adults with disabilities in group home and supported living settings.
- Assisted with activities of daily living, including bathing, dressing, grooming, toileting, and mobility.

- Administered medications and documented them accurately according to medication administration procedures.
- Followed individual support plans and tracked progress toward personal goals and skill development.
- Prepared meals, supported dietary needs, and managed household tasks to maintain a safe, clean home.
- Supported community integration through outings, appointments, and recreational activities.
- Maintained detailed daily notes and incident reports and communicated with nurses, case managers, and families.

Direct Support Professional | Logan Industries

December 2019 – January 2023

- Cared for elderly adults and individuals with disabilities in a supported living environment.
- Helped clients with personal care, medication reminders, meal preparation, and daily routines while promoting independence.
- Handled client funds and personal spending with careful record keeping and receipts.
- Monitored health and behavior changes and reported concerns promptly to supervisors and healthcare staff.
- Used de-escalation and positive behavior support techniques to keep clients and staff safe.

Direct Support Professional | Dungarvin

June 2018 – December 2019

- Delivered person-centered support to adults with intellectual and developmental disabilities in a group home.
- Assisted with daily living skills, transportation, and scheduling of medical appointments.
- Documented care, medications, and incidents accurately to meet regulatory and agency standards.
- Built trusting relationships with clients, families, and team members while upholding client rights and dignity.

VOLUNTEER EXPERIENCE

Tax Preparer, VITA (Volunteer Income Tax Assistance)

January 2027 – March 2028

- Prepared and filed individual tax returns for community members, 5 hours per week.
- Served low- to moderate-income taxpayers by applying current tax law and IRS-certified volunteer standards.
- Verified taxpayer documents and identity and performed quality review to ensure accurate e-filing.