

Noel Holguin

New York, NY | [linkedin.com/in/NoelHolguin](https://www.linkedin.com/in/NoelHolguin) | 347-483-2522 | NoelHolguin611@gmail.com

EDUCATION

Lehman College, City University of New York

Bronx, NY

Bachelor of Science (B.S.) in Accounting

Expected Graduation: May 2027

Credits Earned: 121 | CPA Eligibility Goal: 150 credits

EXPERIENCE

Urban Upbound — Queens, NY (VITA Program, Hybrid Team)

Jan-April

Tax Preparer

- Prepared and e-filed individual returns in TaxWise by building complete Form 1040 filings from source documents, improving accuracy and timely submission.
- Processed wage/income forms (W-2, 1099-INT/1099-DIV, SSA-1099, 1099-R, 1099-NEC when applicable) and mapped them correctly into the return, reducing input errors and rework
- Prepared and e-filed multi-state individual returns, including PA, NJ, MA, CA, and additional U.S. state filings, ensuring accurate state reporting.
- Applied standard adjustments/credits using supporting schedules and worksheets (as applicable), including Schedule 1 (additional income/adjustments), Schedule 8812 (CTC/ACTC), and Schedule EIC (EITC), maximizing eligible benefits while staying compliant.
- Completed documentation + compliance steps (intake review, identity verification, dependent validation, and cross-checking entries against source docs) and documented resolutions, reducing missing info and preventing e-file rejects.
- Conducted phone-based client interviews (including Spanish-speaking clients) to clarify filing status, dependents, and eligibility factors, improving completeness and reducing turnaround time.

Target — New York, NY

Inventory Specialist

Sep 2023 – Mar 2025

- Completed 100+ item/location cycle counts and inventory audits per shift across the sales floor and backroom, improving on-hand accuracy and replenishment decisions.
- Investigated inventory discrepancies by tracing product movement (receiving, returns, damages, transfers) and correcting variances in the system, reducing shrink risk and recurring count errors.
- Maintained detailed logs of stock movements and inventory adjustments, strengthening documentation and audit readiness for inventory controls.
- Used POS/inventory systems to monitor sales trends and inventory turnover, escalating low-stock/high-velocity items to the team, preventing out-of-stocks and lost sales.

Walgreens — New York, NY

Pharmacy Technician

Mar 2022 – Sep 2023

- Served ~150–300 customers per shift in a high-volume pharmacy, ensuring accurate data entry, transaction processing, and timely prescription fulfillment under pressure
- Resolved 10+ insurance/claim issues per shift (rejections, eligibility, copays, prior authorization follow-ups) by coordinating with insurers, prescribers, and patients, reducing pickup delays and improving billing accuracy
- Maintained accurate patient and prescription records in pharmacy systems, reducing processing delays and rework by preventing data-entry errors that can cause claim rejections, refill issues, or pickup hold-ups.
- Supported inventory control by restocking and tracking medications to maintain availability during peak hours, reducing stockouts and improving workflow efficiency so prescriptions could be filled on time

AFFILIATIONS

American Accounting Association (AAA)

SKILLS

Bilingual (English/Spanish) | TaxWise | Microsoft Excel (data entry, formatting, basic formulas) | QuickBooks Online | Data Entry & Documentation | Inventory Reconciliation | POS/Inventory Systems