



## Thomas J. Boloven

ADMINISTRATIVE ASSISTANT

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## Resume

## **PROFILE**

Tom Boloven, administrative assistant, joined Cole, Newton & Duran CPAs in December 2018. He is a key member of the firm's administrative team providing support services to both Cole, Newton & Duran CPAs and CND Law.

## SPECIFIC EXPERIENCE

- Manages the preparation and distribution of tax organizers for more than 3,000 clients
- Responsible for the compilation and packaging of thousands of tax returns
- Responsible for incoming and outgoing correspondence

