

Noah Johnson

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Professional Summary

Business and Accounting major (3.8 GPA) with hands-on experience supporting a CPA firm, managing

client tax documentation, and maintaining organized digital records. Skilled communicator with strong

analytical, organizational, and multitasking abilities. Dedicated to pursuing an Accounting degree and a CPA license.

Education

University of Nevada, Reno — Business Major, Accounting Focus (Expected Graduation: 2029)

Caldera High School — Bend, OR (2021 – 2024)

Cleveland High School — Portland, OR (2021 – 2024) | GPA: 3.8 | International Baccalaureate Student (2024 – 2025, Senior)

Professional Experience

Firm Assistant | Fellner & Kuhn, LLP, CPA Firm — Portland, OR (Nov 2022 – 2025, Seasonal)

- Processed 100+ client tax documents with accuracy and confidentiality.
- Managed electronic filing systems to streamline record retrieval.
- Supported CPA staff with communication, scheduling, and workflow management.

Dishwasher/Busser | Gino's Restaurant — Portland, OR (May 2022 – August 2023)

- Maintained fast-paced kitchen and dining operations during peak hours.
- Balanced back-of-house duties with customer service in the front of house.
- Strengthened time management and teamwork skills.

Outside Services | Heron Lakes Golf Course — Portland, OR (Summer 2023- 2025)

- Coordinated golf events and prepared carts for members and tournaments.
- Interacted with 200+ guests daily, delivering excellent customer service.
- Assisted with event setup and logistics.

Leadership & Activities

- Varsity Soccer (Cleveland HS & Caldera HS), Club Soccer (Portland City United)
- Varsity Golf (Cleveland HS)
 - Event coordinator for golf course events

Skills

- Microsoft Excel, Word,
- Client Communication & Customer Service
- Document & File Management
- Strong Organizational & Analytical Skills
- Quick Learner
 - Comfortable with AI
 - Used to Social media advertising
 - Scheduling
 - Data analysis

References

- Douglas Lacher, Partner/Owner – Fellner & Kuhn, LLP CPA
(503) 227-0443 | ✉ dougl@fk-cpa.com
- Teri Johnson, Partner/Owner – Fellner & Kuhn, LLP CPA
(503) 803-9227 | ✉ terij@fk-cpa.com
- Brett Brothers, Heron Lakes Golf Club manager-
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