

HART B. PITTARD

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📍 Durham, NC

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EDUCATION

University Of North Carolina at Wilmington

June 2001 - May 2007

Wilmington, NC

BS: Business Administration,
Concentration-- Accounting.

Minor: Computer Science

CERTIFICATIONS

Google A.I. Essentials (Completed
June 2024)

Google Data Analytics Professional
Certificate (January 2025)

• SKILLS

- Microsoft Office
- Excel
- PowerQuery
- BigQuery
- Python
- SQL
- Tableau
- Google Sheets
- R/Ruby
- RStudio

Premier Technical Support Specialist

Objective:

To obtain the position of Premier Technical Support Specialist at Lenovo, utilizing strong analytical abilities, technical proficiency, and customer-focused problem-solving skills to provide exceptional IT support, ensure operational efficiency, and uphold Lenovo's commitment to excellence and innovation.

WORK EXPERIENCE

Public Accountant

Barber & Vaughn Accountants

📅 June 2007 - 2011

📍 Chapel Hill, NC, USA

- Detail-oriented preparation of around 60 individual and 25 corporate tax returns
- Curated monthly reports for clients' bookkeeping, including month-end and year-end technical reports, providing insight into the company's status
- Calculations of monthly and quarterly reports, such as 941, reporting wages and deductions for clients' employees
- Produced and calculated quarterly or monthly payments for social security, Medicare, federal withholding, state withholding, and state unemployment reports for 15 monthly clients

Montessori Lead Teacher

LearnRoom International Kindergarten

📅 May 2014 - May 2016

📍 Beijing, China

- Detail-oriented, maintaining the safety and care of 25 students.
- Managing a team of four to ensure a safe, enriched, and stimulating environment for the students
- Assessing the student's development throughout the term and preparing progress reports relating to the student's progress
- Communicating with parents about the student's needs, progress, and development

Montessori Lead Teacher

Tsinglan School

📅 May 2016 - October 2023,

📍 Dongguan, CN

- Responsible for the safety, observation, and well-being of 25 students
- Managing a team of four teachers to provide a stimulating and safe student environment
- Assessing the development of students ages 3-6, and preparing termly reports and communication with students' parents