Myles Norton

Queen Creek, AZ | 760-900-9205 | MylesN760@gmail.com | linkedin.com/in/myles-norton-4b62a0240

SUMMARY

Accounting student with a 4.0 GPA at Mesa Community College, on track for CPA exam eligibility. Brings 3+ years as a mortgage loan officer collecting and analyzing clients' tax documents, pay stubs and bank statements, with a sharp eye for discrepancies. Seeking a tax internship to build hands-on experience in individual and business tax preparation.

EDUCATION

Arizona State University, W. P. Carey School of Business Expected May 2029
B.S. in Accountancy (transferring Fall 2027)

Mesa Community College Expected April 2027
Associate of Arts, General Business | GPA: 4.0 | Phi Theta Kappa Honor Society
Relevant coursework: Accounting Principles I & II, Managerial Accounting, Excel Spreadsheet, Business Communication, Macroeconomics (in progress)

EXPERIENCE

Barrett Financial Group Feb 2021 – Jun 2022; Oct 2023 – Dec 2025
Loan Officer / Business Development

- Collected and analyzed borrowers' pay stubs, credit reports, tax documents and bank statements for mortgage applications.
- Examined financial documents for missing items and inconsistencies, resolving discrepancies before files went to underwriting.
- Guided clients from first inquiry through closing, explaining which financial documents were needed and why.
- Followed federal and state lending regulations and disclosure requirements for each borrower's jurisdiction.
- Worked with underwriters to correct application problems and resolve time-sensitive issues before closing deadlines.

ChurnZero Jun 2022 – Oct 2023
Business Development Specialist

- Maintained a quarterly book of 250+ mid-market and enterprise accounts, keeping contact and activity records organized and current.
- Booked software demos with VPs, directors and managers at mid-market and enterprise companies.
- Ran high-volume daily outreach (60–75 calls, 40 emails, 15 LinkedIn messages, 5 videos) and added 15 new contacts per day.

SKILLS

Technical: Tax document and income analysis · Bank statement review · Microsoft Excel · Word · Outlook · CRM software
Professional: Client communication · Attention to detail · Regulatory compliance · Deadline management