

# Ellen Akopyan

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## EDUCATION

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### University of Washington

Seattle, WA

*Bachelor of Science in Real Estate,*

September 2021 – June 2023

*Minor: Business Administration at the Michael G. Foster School of Business*

Cumulative GPA: 3.76/4.0. Dean's List 4/4 quarters.

**Relevant Coursework:** Intro to Real Estate • Real Estate Development • Housing Policy • Property Transactions • Real Estate Finance & Investments • Real Estate Economics & Market Research • Real Estate Accounting

### Bellevue College

Bellevue, WA

*Associates in Business Administration*

September 2018 – June 2021

Cumulative GPA: 3.6/4.0. Graduated with Distinction Honors.

**Relevant Coursework:** Accounting & Financial Reporting • Managerial Accounting • Intro to Microeconomics • Intro to Macroeconomics • Business Law • International Business • Payroll Tax Accounting • Intro to Marketing

## WORK EXPERIENCE

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### Akopyan & Co, CPA

Seattle, WA

*Tax-Client Integration Assistant*

January 2022 - Present

- Intake and organization of tax and accounting workpapers.
- Performing data entry utilizing SurePrep software for tax preparation, demonstrating strong attention to detail.
- Compiling client payroll and accounting data in Excel related to Employee Retention Credit to provide savings of up to \$300,000 for clients.

### Albert Tadevosyan State Farm Insurance

Bellevue, WA

*Account Representative*

October 2020- January 2022

- Served as a risk-manager and communicated with clients daily to provide Auto, Home, Life, and Health Insurance.
- Provided financial counseling and knowledge to clients with net worth's of up to \$700 million.
- Generated 19% of the Office Production in sales as a part-time Sales Representative in one of the highest ranked State Farm agencies in the Pacific Northwest.

### CBS Tax & Accounting

Duvall, WA

*Administrative Assistant*

January 2017- April 2021

- Collected and organized client's tax documents utilizing Workpapers in Accounting CS.
- Communicated with clients via phone and email during the tax season throughout all steps of the tax preparation process, presenting excellent interpersonal skills.

## LEADERSHIP ACTIVITIES

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### Armenian Student Association at UW, *Officer*

January 2022 - Present

- Organized and held 11 in-person events to date to bring together the Armenian Youth of UW.

### Armenian Church Youth Organization, *Executive Officer & Treasurer*

February 2020 - Present

- Organized and held over 25 events to gather the Armenian youth of the greater Seattle Area.
- Raised \$2,518 in a car wash fundraiser to support families in Lebanon during the war in 2020.
- Raised \$3,390 by hosting two 5k runs to support families in Armenia affected by the war.

### Clean Building Case Competition, *Team Member*

Spring Quarter 2022

- Presented an innovative consortium and digital outreach solution to commercial property owners to create sustainable alternatives which will lead us to a carbon emission free world by 2050.

## ADDITIONAL INFORMATION

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**Skills:** Practice CS, Ultra Tax, File Cabinet, Microsoft Office. **Languages:** Russian, Armenian, Spanish, French.