

ERIN P. ISOM, CPA, JD

erisom@pvamu.edu

EXPERIENCE

Isom CPA Pllc, Houston, TX

Erin Patterson CPA Pllc, Houston, TX

Manager, 2006 – Present

- Develop accounting manuals, internal controls, and compliance procedures for non-profit organizations and small businesses
- Advise and represents individuals and businesses before the Internal Revenue Service for various tax matters.
- Provide accounting system and accounting training to accounting staff and business owners.
- Prepare balance sheets, income statements, and cash flow statements and analyze data on financial reports for non-profit organizations and small businesses
- Fulfill all aspects of tax planning, financial statement review, and federal and state tax return preparation for individuals and businesses.
- Ensure client's compliance with applicable tax reporting requirements and compliance with governmental laws and regulations
- Provide accounting and internal control consulting services for non-profit organizations and businesses.
- Provide contract accounting, payroll, and tax services to small to mid-sized businesses and individuals.
- Research accounting issues and recommend adjustments to client internal accounting policies to minimize risk and exposure.
- Supervised office staff and provided guidance where necessary to achieve consistently high levels of customer satisfaction.
- Performed insurance premium audits for general liability and workers compensation policies.
- Gained experience in a diverse array of industries, including manufacturing, real estate, non-profit organizations, healthcare, retail, wholesale, service, and construction companies.
- Preparation of federal tax forms 1120, 1120S, 1040, 990, 2555, W-2, W-3, 1099, 941, 944, 940 and state tax returns.
- Proficiency with QuickBooks Desktop, QuickBooks Online, Lacerte ProSeries Tax Software, Microsoft Office Word, Excel, PowerPoint and Access applications

Isom Law Firm, Houston, TX

Attorney, 2012 – Present

- Contract drafting and review for businesses as well as general legal and representation for individuals in the practice areas of Wills & Probate, Business Law, and Tax.
- Advise and assist clients in creating various business entities and non-profit organizations.
- Provide legal, tax, business and operations advice to individuals, small businesses and non-profit organizations.

Donovan & Watkins, Houston, TX

De Novo Legal, Houston, TX

Contract Attorney, 2010 – 2012

- Reviewed and analyzed documents associated with oil and gas and retail companies
- Performed first level review, quality control review, and privilege review of documents.
- Gained experience with Inspicio, Autonomy, and Relativity platforms.
- Gained experience with oil and gas and retail industries

American International Group, Houston, TX

Manager/ Supervisor Internal Audit, 2004 – 2006

Senior Financial Auditor, 2000 – 2004

- Planned and delegated assignments for audits to ensure an adequate level of compliance with Sarbanes-Oxley Act provisions for multiple client departments, divisions, and business units.

- Supervised the progress of ongoing financial audits, internal control audits, and compliance investigations, providing direction and guidance to a team of three auditors.
- Initiated Sarbanes-Oxley Act Compliance Procedures for departments that lacked established formal protocols.
- Interviewed management at several levels to gain information necessary to conduct audit investigations.
- Prepared audit reports and recommendations for multiple departments and divisions.
- Documented business processes for multiple departments and divisions in both a narrative and flowchart form.
- Conducted performance reviews, making recommendations for improvement and recognizing excellence where appropriate.
- Scheduled training sessions designed to reinforce knowledge and improve areas of weakness.
- Served on a special project team that developed internal control recommendations for client protocols that were still under development.
- Developed procedures to diagnose client levels of compliance with insurance and state regulations.
- Developed software system training manual.
- Trained staff on accessing various company operating systems.
- Communicated all recommendations to senior management for review.
- Executed continuous auditing of corporate controls using ACL continuous monitoring software.
- Achieved proficiency with Peoplesoft and SAP softwares.

Deloitte & Touche, Houston, TX
Auditor, 1998 - 2000

- Began supervising audit jobs after one year, with the standard industry practice typically requiring two years of experience as an auditor.
- Supervised the progress of audits providing direction and guidance for audit team members.
- Executed financial audits measuring the effectiveness of each client's internal controls, policies, and procedures based on financial information provided by the client.
- Developed documentation of the control environment of each client, developing targeted control procedures to address areas of exposure.
- Presented recommended solutions to senior management for review and approval. Accrued invaluable experience in the production and review of SEC-related documents such as 10-K and 10-Q statements.
- Gained exposure to a diverse array of industries, including manufacturing, oil and gas, real estate, banking, government, energy trading, and non-profit organizations.

EDUCATION

Thurgood Marshall School of Law, Texas Southern University - Houston, TX
Juris Doctorate
Member, Phi Alpha Delta

Prairie View A&M University - Prairie View, TX
Bachelor of Business Administration Degree in Accounting (Magna Cum Laude)

CERTIFICATIONS/LICENSES

Certified Public Accountant - Texas State Board of Accountancy
Bar License – State Bar Association of Texas
FLMI Designation - Fellow Life Management Institute
QuickBooks Pro Advisor

SKILLS

Legal and Tax Research, Client Relationship Management, Financial Planning & Budgetary Oversight, Financial and Operational Audit Investigation, Financial Analysis