

 Joyce Jones, MBA

 CEO

 215-866-6953

 joyceofmanytrades.org

**BUSINESS SUMMARY**

Joyce of Many Trades, LLC is skilled in various aspects of business processes. I created this company in September of 2019 to utilize my multitude of skills and knowledge for self profit. I am an honest, hard working individual that put herself through college and graduate school while working a 40 hour workweek. I am extremely knowledgeable in tax preparation, dispatching, bookkeeping, audit/ compliance, notary public, operations management, resume/cover letter creation and critiques. Additionally, I am skilled in various aspects of tutoring/presentations of all ages.

**DIFFERENTIATORS**

Joyce of Many Trades, LLC is different than the H&R Block, Liberty Tax Firms, FedEx Copy Centers, SmartHop and Metromax Dispatch to name a few in the sense that I cater to companies and urban professionals that want a detailed oriented person who is efficient, accurate and time conscious. In fact, I pride myself on educating my clients while saving them money in the area they seek assistance.

**CORE COMPETENCIES**

Joyce of Many Trades, LLC is able to provide any individual or company various administrative tasks as well as professional tax services. I am highly skilled in project and operations management as it relates to my core competencies. In addition, I am very comfortable in presenting several types of educational and financial information to small and large groups of people.

* Former IRS employee extemely knowledgeable about tax law and preparation
* Dispatching
* Bookkeeping
* Audit and compliance
* Small Business LLC Formation
* Capable of maintaining and monitoring substantial payroll records, as well as human resources accounts
* Create and critique resumes
* Various types of letter creation, i.e. credit repair, business follow up

**COMPANY DATA**

* DUNS 113997064
* Accept direct payments via Zelle, Cashapp, Paypal
* Minority, female owned business
* NAICS Codes
* 488510 561499
* 541199 561990
* 541213 611110
* 541214 611410
* 541219 611430
* 541612 611519
* 541618 611691
* 561110 611710
* 561410
* 561439