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## Enrolled Agent Resume

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### Job Objective

To obtain an Enrolled Agent position and utilize my experience and skills for the successful completion of each job task.

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### Work Experience:

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Enrolled Agent, May 2004 – Present  
Charleston Post & Courier, Lansing, KS

- Succeeded in delegating responsibilities as an independent enrollment agent.
  - Prepared tax resolution settlement actions.
  - Reviewed files to ensure all appropriate documentation are provided.
  - Ensured to proceed with the tax resolution after analyzing information.
  - Prepared and negotiated final settlement amounts and documentation.
  - Coordinated with various internal and external representatives.
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### Summary of Qualifications:

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- Remarkable experience in negotiating tax resolutions
  - Profound ability to handle summons requests and appeal conferences
  - In-depth knowledge of tax preparation software
  - Profound knowledge in tax resolution programs and processes
  - Excellent oral and verbal communications skills
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### Education:

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Associate Degree in Commerce, Saint Louis Community College, Saint Louis, MO

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