
Revenue Agent Resume

Job Objective

Seeking a Revenue Agent position in a stable company where I can use my skills to benefit the company.

Work Experience:

Revenue Agent, May 2004 – Present
US Internal Revenue Service, Chico, CA

- Worked at full performance level in then collection of delinquent taxes and in the enforcement of any other aspects of the State's tax laws.
- Collected any delinquency which might occur with respect to any taxes administered by the State Tax Division.
- Exercised good judgment in dealing with many sensitive issues and uncooperative potential taxpayers.

Revenue Agent, March 2002– April 2004
IRS, Chico, CA

- Performed work pertaining to taxpayer assistance and tax-related investigations and collections.
 - Assisted taxpayers in person and over the telephone concerning basic filing requirements and in resolving account-related problems.
 - Processed default accounts as assigned.
 - Conducted limited audits with more experienced co-workers.
 - Handled basic assignments related to the various tax areas.
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Summary of Qualifications:

- Proficient in the execution of tax returns forms and ERP Systems
 - Good knowledge of the economic reasoning behind the taxation reporting and modeling
 - Ability to meet the terms and conditions of employment with the Compliance Division
 - Strong ability to team with and work effectively with Sales, Legal, and Accounting departments
 - Strong interpersonal skills and ability to communicate clearly and concisely both verbally and in writing
 - Ability to read and comprehend rules, regulations, policies and procedures
 - Excellent ability to gather data, compile information, and prepare reports
 - Typing speed of 25 WPM
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Education:

Associate Degree in Accounting, Delaware Technical & Community College, Wilmington, DE

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