
INTERNAL REVENUE OFFICER RESUME

Summary:

A highly dedicated and motivated professional with years of experience in Internal Revenue industry; Has applied all things learned from every person, every situation and every difficulty as main ingredients to his personal success; Keeps a good track record and maintains loyal; Has excellent communication and analysis skills which are key factors in performing the job well; Has a great time management skills and always geared to meet deadlines.

Professional Experience:

Internal Revenue Officer January 2007 – present
Internal Revenue Services, Colorado Springs, CO

Responsibilities:

Estimated commercial and non-commercial real estate values and the probable forced-sale value of assets.
Ordered cases, conducted preliminary analysis of cases, schedules appointments.
Consulted with group managers.
Prepared administrative reports and assembled case files for closure.

Internal Revenue Agent May 2004 – December 2006
IRS, Chicago, IL

Responsibilities:

- Estimated commercial and non-commercial real estate values and the probable forced-sale value of assets.
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Internal Revenue Agent May 2004 – December 2006
IRS, Chicago, IL

Education:

Master of Science in Finance
Stanford University, CA, 1999
Bachelor of Science in Business Administration Major in Finance
Stanford University, CA, 1997

Skills:

- Proficiency in both oral and written communication skills
 - Proficiency in computer applications related to work
 - Knowledgeable in applicable laws, codes and regulations
 - Organization, administration, and budgeting skills
 - Knowledge in Federal, State, municipal laws, statutes, codes and ordinances
 - Knowledge in methods and techniques of research, statistical analysis and report
 - Knowledge in cash flow and investment strategies
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Awards and Honors:

Dean's Lister, Stanford University, 1997

Senior Member, MBA Association, 1999

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