

Applicable Skills

Communication, oral and written
Analytical/Investigative

Education

Bachelor of Science, Public Administration, North Carolina Central University 1979
Studied Accounting at NC A&T State University and UNC-Asheville 1986-1992

Professional Experience

Employer: 1982-2018: Department of Treasury, Internal Revenue Service

2012-2018: Revenue Agent (Technical Services Group); Responsible for preparing legal notices of tax deficiencies for income tax cases which include individual and corporate taxpayers. Perform investigative research to secure information for various programs within the examination realm for sources of income, location, and assets of taxpayers.

2008-2011: Revenue Agent (General Program Group); Audited taxpayers in the small business/self-employed segment. Meetings held with taxpayers and/or their representative. Prepared reports of audit findings and explained the same. Secured payments when necessary or set up payment arrangements. Analyzed taxpayer data to determine if large, unusual, or questionable items were present on returns. Secured delinquent returns when necessary. Utilized accounting methods and techniques to secure and interpret information received from the taxpayer. Trained newly hired agents in the group. Also served as a recruiter during local job fairs at colleges and universities. Acted as group manager in absence of manager.

2004-2008: Returns Classification Specialist (Planning & Special Programs Group); Responsible for analyzing and determining the audit potential of returns and amended returns that were filed. These returns included individual, corporate and partnership returns. Screened cases for evidence of fraud and concealing income. Prepared and maintained reports for management of determinations. Traveled to various campuses (service centers) to classify returns.

1999-2004: Revenue Agent (General Program Group); Audited taxpayers in the small business/self-employed segment. Meetings held with taxpayers and/or their representative. Prepared reports of audit findings and explained the same. Secured payments when necessary or set up payment arrangements. Analyzed taxpayer data to determine if large, unusual, or questionable items were present on returns. Secured delinquent returns when necessary. Utilized accounting methods and techniques to secure and interpret information received from the taxpayer.

1998-1986: Tax Auditor; Audited individual taxpayers in the office, prepared reports or findings and explained the same to them and/or their representative. Trained newly hired auditors. Served on task force to devise methods for improving the audit process for employees and taxpayers.

1986-1982: Revenue Representative; Reviewed collection accounts for revenue officers and made recommendations for collection of those accounts.

1980-1981: Social Worker; Durham County Department of Social Services. Responsible for training single mothers to seek employment.

1979: Substitute Teacher; Greensboro City Schools. Responsible to teaching middle school students the designated lesson plan in the absence of permanent teacher.

Professional and Community Affiliations

- Dolly Madison Women's Club 2013 - Present/Current Chapter Vice President
- South Atlantic Leadership Fellow (Delta Sigma Theta Sorority, Inc) 2018

- North Carolina Institute of Political Leadership Fellow 2016
- Advisor, Omicron Delta Chapter (Bennett College) Delta Sigma Theta 2014-Present
- Chair, Policies and Procedures Committee Delta Sigma Theta Sorority 2012-2018
- Member, YWCA Board of Directors Member 2007 - 2010
- Asst. Treasurer, Delta Sigma Theta Sorority 2006 - 2008
- Chair, Jabberwock Finance Committee Delta Sigma Theta Sorority 2003
- Member, Delta Sigma Theta Sorority, Inc 2002- Present
- President, Association for the Improvement of Minorities in Internal Revenue Service (AIM-IRS)
- Steward, NTEU (National Treasury Employees Union)