

Property Tax Analyst

ROBERT SMITH

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Objective

To acquire employment with a well-established company, that holds a proven track record of success. I desire to be part of a winning team and implement 12 years of Customer Service and Management related skills. My ideal company provides personal growth satisfaction, has a major focus towards customer satisfaction vendor relations as while ensuring above standard service level agreements are maintained.

Skills

Ms Word, Ms Powerpoint, Ms Access, Ms Excel, Vendor Relationships, LPS, As400, Adobe Suite, Recruiting, Client Services, Management Experience.

Work Experience

Property Tax Analyst

ABC Corporation - May 2009 - May 2011

- Performed complex, detailed research on homeowner accounts to identify reasons for unpaid, overpaid, delinquent property taxes, properties lost to tax sale and lost properties.
- Responsible for the timely payment of current real estate taxes.
- Provided in-depth property tax knowledge while researching specific case types that are inbound from the client or homeowner.
- Used knowledge of 21,000+ property tax agencies to understand reasons for unpaid, overpaid or delinquent property taxes and proactively communicate with the homeowner and Ocwen as to reasons for the research defect.
- Researched tax-related problems until completely resolved, including any communication necessary with tax authorities, title companies, attorneys offices, including but not limited to refunds and returned checks, exception queues, delinquent tax and penalties due, and properties sold at tax sales.
- Maintained and updated Perform all related balancing and record keeping functions relative to payment.
- Balanced final payments as assigned.

Property Tax Analyst

Delta Corporation - 2005 - 2009

- Part of in-house software beta test team to help develop, test and refine features for the companys software.
- Research and analyze property tax bills and assessments by using county and city GIS maps, websites, and public records.
- Perform property title and deed searches.
- Acts as a liaison between banks, investors and municipalities concerning property tax information.
- Create and maintain databases and spreadsheets of different parcels with their property tax information using Access and Excel.
- Engaged Property owners and provided consultation in appealing.

- Property tax assessments Accomplishments Received several team commendations.

Education

GED