

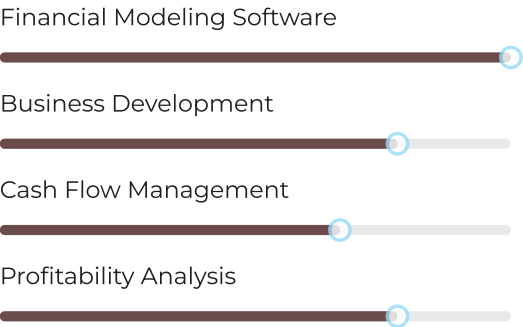


JAMES CLARK

Revenue Officer

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SKILLS



INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

LANGUAGES



ACHIEVEMENTS

- ★ Increased revenue collection rates by 25% through the implementation of targeted compliance strategies.
- ★ Reduced processing time for tax returns by 30% by streamlining workflows and enhancing team collaboration.

PROFESSIONAL SUMMARY

Results-oriented Revenue Officer with 10 years of experience driving tax compliance and revenue enhancement strategies. Expertise in financial analysis, regulatory frameworks, and stakeholder engagement. Dedicated to implementing innovative solutions that optimize collections and foster positive relationships with taxpayers and stakeholders.

WORK EXPERIENCE

Revenue Officer/Representative Jan / 2019-Ongoing
WidgetWorks Inc. Denver, CO

1. Prepared and managed comprehensive documentation for legal actions against fraudulent asset concealment.
2. Provided detailed analytical support for legal teams during levy actions and collection processes.
3. Utilized advanced analytical skills to navigate complex tax issues and achieve favorable resolutions.
4. Executed large-scale, cross-functional projects that enhanced revenue collection efficiencies.
5. Identified and investigated fraud scenarios, employing diverse tools to ensure successful resolutions.
6. Educated taxpayers on their financial obligations, effectively managing a diverse portfolio of cases.
7. Advised small business owners on tax regulations to promote compliance and minimize liabilities.

Revenue Officer Jan / 2015-Jan / 2019
Silver Lake Enterprises Seattle, WA

1. Managed daily payment processing and proactively followed up on delinquent accounts.
2. Collaborated across departments to improve taxpayer service functionalities and streamline processes.
3. Ensured efficient handling of mail to support timely processing of taxpayer communications.
4. Performed data entry and payment processing with a focus on accuracy and efficiency.
5. Conducted follow-ups on overdue accounts, utilizing invoicing and collection strategies.

EDUCATION

Bachelor of Science in Accounting Jan / 2012-Jan / 2015
University of Finance Portland, OR
Studied accounting principles, tax regulations, and financial management.