

Applicant Information

Name
Address
Telephone
Email/Website

Desired Position

Tax Examiner

Professional Work Experience

January, 2008—Present

Data Transcriber

Internal Revenue Service, Fresno, California

Duties: Reviewed tax documents for accuracy

Special Recognitions: Extensive training on all tax forms, memorization of Internal Revenue Manual, awarded cash for performance in Efficiency and Quality, awarded winner of most documents produced in the new hire category, rated exceeding fully successful and outstanding in evaluation

August, 1998—Date

Permanent Collection Technician (Fresno State Scholarship program)

Fresno Art Museum, Fresno, California

Duties: Built the museum database of permanent art collections and artists files by cataloguing

Special Recognition: Awarded excellent evaluation remarks regarding overall performance, impact, skills application, and human relations endeavors

January, 1995—July, 1998

Assistant Manager

Global Village Bookstore, Taipei, Taiwan

Duties: Performed administrative duties as assigned by store manager, interacted with customers to help them find books and resolve general issues

Professional Education & Training

May, 1996

Soochow University, Taipei, Taiwan

Bachelor's Degree, English

Duties: Studied English language & literature

Special Recognitions: Achieved a 3.64 GPA, ranked 13th among all graduates, received Creative Writing award for short essay, served as Treasurer of the Soochow University English

Department Student Organization

December, 2001

Volunteer Income Tax Assistance Training

Duties: Received training for helping low to moderate income tax payers

Professional Language Skills

English Language

Reading—Fluent

Writing—Fluent

Speaking—Fluent

Chinese Language

Reading—Fluent

Writing—Fluent

Speaking—Fluent

Professional Technology Skills

Typing—Excellent

75 words per minute

Computer Software

Word, Excel, Access, and Internet Applications

Volunteerism

Volunteer Income Tax Assistance