

BAIRON BARILLAS

Thursday, March 01, 2012

To whom it may concern:

Please consider me an applicant for any position available in accounting administration. For the past five years I have been a Senior Tax Examiner for the Compliance department at the Virginia Department of Taxation.

I am eager and ready to expand my professional opportunities with a stable company. The following lists some of my strengths;

- *Excellent ability to concurrently manage paperwork of taxpayers at varying levels, while meeting performance standards and demanding schedules.*
- *As a Tax Examiner in the Collections Department, I have learned to build a structured positive environment with my colleagues and supervisors of service to taxpayers without ever compromising tax laws and regulations.*
- *A strong ability to individualize each situation to meet the needs of all tax payers while enforcing department regulations.*

A major strength that I would bring to an accounting department is my successful experience as a senior tax examiner. With my strong bilingual communication, paperwork management and interpersonal skills I am confident that I can be an asset. I believe that my strong background with the Department of Taxation, ability to assimilate new ideas and concepts, and dedication to the overall commitment to productivity would be of great benefit as well.

I would welcome the opportunity to interview with the department management and look forward to hearing from you in the near future. Thank you for your time and consideration.

Attentively,

Bairon Barillas

BAIRON BARILLAS

RESUME

OBJECTIVE

Seeking a long term opportunity to create an environment of trust, active participation and enthusiastic endeavor amongst staff members while striving hard towards achieving department goals and helping in the progress of the company objectives.

EXPERIENCE SUMMARY

Possess excellent inter personal and communication skills Implemented work processes to improve productivity and received appreciation for improved results

PROFESSIONAL EXPERIENCE

VIRGINIA DEPARTMENT OF TAXATION - Richmond, Virginia

October, 2006 – Present

Senior Tax Examiner

Responsible for over viewing and communicating with tax payers regarding their returns, discussing deficiencies and requesting documentation to uphold the integrity of the information provided on the respective returns. Maintaining a analytical eye on all subjects reported. Contact and respond to non-filer accounts and prepare reports regarding compliance results. Assist with translations (English/Spanish) when the need arises.

VIRGINIA DEPARTMENT OF TAXATION - Richmond, Virginia

January, 2003 – October, 2006

Customer Service Representative

Research and compile information in order to provide Business and Individual Tax-Related Guidance to customers via telephone and written correspondence. In addition to assisting tax payers, Updated information such as address, contact information to ensure our records were up-to-date. Regardless of the sensitive nature of the call handled, the goal was always to remain professional and represent the Department of Taxation in a courteous and respectful manner. This always proved to be a key to Customer Service.

Special Project: Selected to be part of the OCR Training Development material Team for new hires for 2004 Filing Season. Serve as Mentor for the new bilingual team members. Employee of the Month for March 2005.

SUNTRUST BANK – REAL ESTATE DIVISION - Henrico, Virginia

July, 2001 – June, 2002

Facilities Specialist 5

Monitored heavy call traffic and responded to calls assigned from Centre Voice Unit. Responsible for obtaining detailed call-in information and generating work orders and follow through. When call volumes were low, responsible for clearing all work requests left on Voice Mail and E-Mail. Bilingual skills were often utilized to generate service tickets for SunTrust Spanish speaking employees and tenants.

Special Projects: Assisted manager in compiling number of voice mails and e-mails and prepared monthly reporting for upper management.

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EDUCATION

LEHMAN COLLEGE - Bronx, New York

Bachelors of Science in Anthropology with emphasis in Biology

CITY UNIVERSITY OF NEW YORK - Bronx, New York Month,

INSTITUTO TÉCNICO DE CAPACITACIÓN DE GUATEMALA - Guatemala, CA

Small Business Administration

Personnel and Payroll Management

REFERENCES

Available Upon Request