

# Ollia Weins

Tax Examiner

## Profile

Diligent Tax Examiner with 1 year of experience in ensuring accurate tax filings and compliance with tax laws. Proficient in reviewing financial documents, identifying discrepancies, and implementing corrective measures. Strong analytical and problem-solving skills, combined with a keen attention to detail. Adept at maintaining productive relationships with clients and colleagues to achieve successful tax resolution outcomes.

## Employment History

### Tax Examiner at Tennessee Department of Revenue, TN

Apr 2023 - Present

- Successfully identified and recovered over \$500,000 in unpaid taxes from delinquent taxpayers through diligent examination of financial records and effective negotiation of payment plans during the 2019 fiscal year.
- Streamlined the tax examination process by implementing an automated system that resulted in a 30% increase in efficiency and reduced manual errors, leading to a more accurate identification of tax discrepancies.
- Conducted comprehensive audits on over 100 businesses in the state of Tennessee, uncovering an average of \$250,000 in underreported taxes per audit, ultimately contributing to a total of \$25 million in additional revenue for the state during the 2018-2019 fiscal year.

### Tax Examiner Assistant at Jackson Hewitt Tax Service, TN

Jul 2022 - Mar 2023

- Successfully processed over 1,500 tax returns during the busy tax season, resulting in a 98% client satisfaction rate and contributing to the company's overall growth in the Tennessee market.
- Identified and corrected 100+ errors in clients' tax documents, saving them a combined total of \$250,000 in potential fines and penalties from the IRS.
- Streamlined the tax examination process by implementing an improved organizational system, reducing the average processing time by 20% and increasing overall office efficiency.
- Assisted in training and mentoring three new Tax Examiner Assistants, leading to a more knowledgeable and productive team that was able to handle a 15% increase in client volume.

## Certificates

### Certified Tax Resolution Specialist (CTRS)

Nov 2021

### Enrolled Agent (EA)

Oct 2020

✉ [ollia.weins@gmail.com](mailto:ollia.weins@gmail.com)

☎ (111) 623-8764

📍 123 Oak Street, Nashville, TN 37212

## Education

### Bachelor of Science in Accounting at Middle Tennessee State University, Murfreesboro, TN

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Financial Management, Cost Accounting, Accounting Information Systems, Business Law, Economics, and Financial Analysis.

## Links

[linkedin.com/in/olliaweins](https://www.linkedin.com/in/olliaweins)

## Skills

Auditing

Compliance

Negotiation

Research

Analytical

Communication

Organization

## Languages

English

Hindi