

**Theo Nicholas**

1810 Threkyl Street, Reno, Nevada 20854

Mobile: (717) 510-3932

theon443@gmail.com

**Work Experience:**

**Internal Revenue Service (IRS)**

300 Booth Street

Reno, Nevada 89509 United States

**October 2021 - Present**

**Salary:** \$46,000/year

**Pay Plan:** GS

**Grade:** 07

**Hours per week:** 40 **Tax**

**Compliance Officer**

**Related Skills:**

Performing substantive research on, evaluating, and analyzing a variety of specialized legal topics and points of law pertaining to financial litigation.

Assessing the unique circumstances of a situation and developing variations in approaches to ascertain the true nature of debtors present and future potential ability to pay their judgment debt.

Participating in the development and implementation of revised procedures relating to financial litigation.

Performing legal research on bankruptcy and real property.

Performing research on, evaluating, and analyzing a variety of routine legal topics.

Researching references to locate appropriate data using multiple online legal systems.

Organizing and preparing research material and determining information that is pertinent to cases.

Performing basic legal analysis.

Analyzing information, identifying missing information that requires additional research/investigation, and identifying the appropriate reference sources.

Preparing a variety of substantive legal documents including various motions, foreclosures, garnishments, and other legal actions to effect necessary pre-and post-judgment action regarding debts owed to the United States.

Reviewing, summarizing, and outlining the financial situations of debtors and making recommendations on the most appropriate legal action.

Preparing legal pleadings necessary to commence affirmative litigation and financial litigation proceedings and subsequent motions, responsive pleadings, papers, and proposed orders to accomplish judgment, settlement, and dismissal.

Performing the full scope of collection activities including reviewing claims for compliance with federal claims collection standards and making independent determinations as to the cost effectiveness of pursuing the obligation by way of suit/proceedings subsequent to the entry of judgment to enforce collection.

Making decisions on whether and when to proceed for garnishment of a debtor's salary/bank accounts, for judgment debtor examination in aid of execution, and for attachment and levy on a

given debtor's property based on the facts of an individual claim, a determination of the debtor's ability to pay, and controlling state statutes.

Keeping appropriate staff members informed about the current status of cases.

Conducting special and recurring studies and projects of financial litigation activities with the goal of promoting and improving debt collection.

Utilizing a variety of automated legal research tools, public information databases, and other automated resources to research case/program-specific legal matters and to participate in assigned areas of criminal/civil proceedings.

Assisting attorneys in pretrial preparation by preparing, reviewing, and organizing discovery and researching case law.

Supporting assignments involving the form, content, and issues of legal instruments and documents, and the steps and procedures involved in processing, storing, and retrieving legal actions and legal information.

Enforcing criminal judgment and commitment orders, and independently performing all functions to collect amounts imposed as a result of the prosecution of criminal cases.

Monitoring the progress of pending cases and initiating action to ensure that legal pleadings, forms, reports, correspondence, and other legal documents are prepared and submitted within established deadlines.

Analyzing data as appropriate and preparing associated narrative analysis of data that meets the stated objectives of the study and meets management information needs.

Using established databases and performing data searches, report design, and other data retrieval assignments.

Receiving, examining, and evaluating cases referred for civil/criminal proceedings by client agencies concerning agency standards for case litigation worthiness and pertinent case law.

Conducting interviews of debtors, employers, and agency officials.

Reviewing complex investigative and financial reports and other documents presented by client agencies to determine whether a case has merit for prosecution, should be declined, and additional information is needed.

Providing a variety of financial litigation legal assistance and technical work requiring a specialized knowledge of processes, procedures, and practices to support legal activities.

Making decisions for debt compromise, write-off, and referral of claims back to the originating agency.

Deciding on appropriate legal action to take to liquidate judgments.

Serving as a contact person for assigned financial litigation cases and providing information and assistance concerning status and relevant procedural issues.

Exercising discretion and judgment in determining what information may be provided and to whom.

Serving as a financial litigation paralegal specialist.

Preparing a variety of substantive legal documents for pre-judgment and post-judgment enforcement of debt owed to crime victims, the United States, and its agencies.

Reviewing, summarizing, and outlining debtor's financial situation and recommending appropriate legal action.

Maintaining a variety of trial-related documents.

Processing civil debt collection claims referred from federal agencies.

Serving as a contact person for financial litigation cases.

**Key Functions:**

Using research and investigative techniques. Ensuring customer satisfaction. Demonstrating knowledge of Tax Law, taxpayer relations, security and disclosure of TP information, work papers, applying compliance techniques, workload management, planning, and time utilization. Providing written communication.

**Accomplishments:**

Efficiently obtained positive business results.

**Supervisor:** James Domkowski

**Supervisor Phone:** (702) 568-6438

**Okay to contact this Supervisor:** Contact Me First

**United States Postal Service/USPS**

1255 22nd Street NW

Washington, DC 20037 United States

**March 2020 - September 2020**

**Salary:** \$17.50/hour

**Hours per week:** 50

**Carrier**

**Related Skills:**

Exercising discretion and judgment in determining what information may be provided and to whom.

**Key Functions:**

Delivering and collecting mail along a prescribed route by foot/vehicle on a regular schedule, including mail consisting of Parcel Post. Demonstrating general familiarity with commonly used USPS laws, regulations, products, and procedures. Routing and casing all classes of mail in sequence of delivery along an established route. Withdrawing mail from the distribution case and preparing it in sequence for efficient delivery independently or by another carrier. Preparing and separating all classes of mail to be carried by truck to relay boxes along the route for subsequent delivery. Managing undeliverable mail in accordance with established procedures. Using portable electronic scanners as instructed. Delivering and collecting charges on customs, postage-due, and COD mail matters. Delivering and obtaining receipts for registered/insured mail, signing for such items, except for insured mail, at the post office before beginning routes, and accounting for them upon return by payments of the amounts collected and delivery of receipts taken. Collecting deposits from post office mailboxes on the route upon returning from the route. Checking and correcting mailing cards from advertisers bearing names and addresses of customers on the route. Reporting all unusual incidents/conditions relating to mail delivery and centralized delivery equipment to the supervisor. Performing clerical duties. Completing checks of other establishments to ensure mail for residents is being properly held. Delivering stamps and other paper supplies to contract/classified stations and other designated delivery points. Receiving and registering First-class letters and packages.

**Accomplishments:**

Passed examinations on the scheme of the City's primary distribution. **Supervisor:** Norris

**Supervisor Phone:** (202) 466-1972

**Okay to contact this Supervisor:** Yes

**Department of Revenue/State of Pennsylvania**

245 Strawberry Square  
Harrisburg, Pennsylvania 44609 United States

**February 2018 - November 2018**

**Salary:** \$37,500/year **Hours**

**per week:** 40

**Tax Account Collection Technician Related**

**Skills:**

Performing substantive research on, evaluating, and analyzing a variety of specialized legal topics and points of law pertaining to financial litigation.

Participating in the development and implementation of revised procedures relating to financial litigation.

Performing research on, evaluating, and analyzing a variety of routine legal topics.

Researching references to locate appropriate data using multiple online legal systems.

Organizing and preparing research material and determining information that is pertinent to cases.

Performing basic legal analysis.

Analyzing information, identifying missing information that requires additional research/investigation, and identifying the appropriate reference sources.

Keeping appropriate staff members informed about the current status of cases.

Utilizing a variety of automated legal research tools, public information databases, and other automated resources to research case/program-specific legal matters and to participate in assigned areas of criminal/civil proceedings.

Monitoring the progress of pending cases and initiating action to ensure that legal pleadings, forms, reports, correspondence, and other legal documents are prepared and submitted within established deadlines.

Receiving, examining, and evaluating cases referred for civil/criminal proceedings by client agencies concerning agency standards for case litigation worthiness and pertinent case law.

Conducting interviews of debtors, employers, and agency officials.

Providing a variety of financial litigation legal assistance and technical work requiring specialized knowledge of processes, procedures, and practices to support legal activities. Exercising discretion and judgment in determining what information may be provided and to whom.

Reviewing, summarizing, and outlining debtor's financial situation and recommending appropriate legal action.

Maintaining a variety of trial-related documents.

Serving as a contact person for financial litigation cases. **Key**

**Functions:**

Using specialty tax software to study accounts and verify adherence to state/federal tax regulations. Interpreting state tax laws and applying findings to execute comprehensive e-mails and mail in order to address inconsistencies, request payments, and request supporting paperwork. Examining documents and reporting tax documents. **Supervisor:** Shaun Robinson

**Supervisor Phone:** (717) 873-0654

**Okay to contact this Supervisor:** Yes

**Transportation Security Administration**

BWI Airport

Baltimore, Maryland 22002 United States

**May 2013 - August 2014**

**Salary:** \$38,000/year

**Hours per week:** 40

**Transportation Security Officer Related**

**Skills:**

Exercising discretion and judgment in determining what information may be provided and to whom.

**Key Functions:**

Ensuring safety and security of passengers by screening all passengers and flight crew, including baggage and cargo. Following and assisting in implementing federal rules, regulations, and passenger guidelines for the traveling public. **Supervisor:** Anderson

**Supervisor Phone:** (410) 337-5100

**Okay to contact this Supervisor:** Yes

**State of Maryland/Office of the Comptroller**

1120 Rowe Boulevard

Annapolis, Maryland 22212 United States

**October 2009 - January 2012 Salary:**

\$24,000/year

**Hours per week:** 40

**Revenue Examiner**

**Related Skills:**

Performing research on, evaluating, and analyzing a variety of routine legal topics.

Researching references to locate appropriate data using multiple online legal systems.

Performing basic legal analysis.

Utilizing a variety of automated legal research tools, public information databases, and other automated resources to research case/program-specific legal matters and to participate in assigned areas of criminal/civil proceedings.

Receiving, examining, and evaluating cases referred for civil/criminal proceedings by client agencies concerning agency standards for case litigation worthiness and pertinent case law.

Conducting interviews of debtors, employers, and agency officials.

Providing a variety of financial litigation legal assistance and technical work requiring specialized knowledge of processes, procedures, and practices to support legal activities. Exercising discretion and judgment in determining what information may be provided and to whom.

Serving as a contact person for financial litigation cases.

**Key Functions:**

Supporting the Compliance Division and Unclaimed Property Unit Manager with operations, including third-party auditor fieldwork reviews and unit contract tracking to ensure contract compliance. Conducting tax assessments, collections, investigations, and examinations as a member of the examination and collection team. Performing within specialized fields including sales tax, admissions/amusement tax, income tax, withholding tax, and motor vehicle fuel tax producing revenue administered by the Maryland Comptroller. Editing and examining tax returns to determine their accuracy and reporting on regulation/tax law compliance. Interpreting, applying, and enforcing tax licensing laws. Utilizing legal documents including subpoenas,

notices of assessments, and garnishments to ensure tax law compliance. Investigating questionable tax practices by obtaining prosecution and assessment evidence.

**Supervisor:** Dora

**Supervisor Phone:** (410) 552-6834

**Okay to contact this Supervisor:** Yes

### **Cartridge World**

1120 Rockville Pike

Kensington, Maryland 20859 United States

### **October 2007 - October 2009**

**Salary:** \$23,000/year

**Hours per week:** 45

**Business Manager Related**

**Skills:**

**Key Functions:**

Driving comprehensive day-to-day retail operations and developing new business opportunities.

Overseeing supply ordering and inventory management. Implementing marketing campaigns.

Managing a three person staff to achieve record store sales of \$16K in a single month.

**Supervisor:** Brian Brandenburg

**Supervisor Phone:** (301) 554-2800

**Okay to contact this Supervisor:** Yes

### **United States Department of Commerce**

1150 Constitution Avenue

Washington, DC 222201 United States

### **September 2004 - November 2005**

**Hours per week:** 40

**Intern/Market Research Analyst Related**

**Skills:**

Exercising discretion and judgment in determining what information may be provided and to whom.

**Key Functions:**

Serving as a Program Analyst for the Office of Travel and Tourism Information and International Trade Administration. Producing analyses and reports concerning international trade and tourism. Developing financial and economic analyses from statistical/narrative documents and creating summary reports. Gathering and analyzing the Bureau of Economic Analysis financial data on international travel activity. Identifying trends and resolving inconsistencies.

Participating in a team that is responsible for developing and executing special projects economic analyses and studies regarding the relationship that international trade and tourism have on the balance of imports and exports. Assisting in the development of overseas package travelers' fact sheets and market profiles based on outbound data reviews. Identifying incorrect reporting through reports, data, and documentation analyses.

**Education:**

**University of Maryland** College Park, Maryland 20854 United States

**Completion Date:** December 1984

**Degree/Level Attained:** Bachelor's

**Major:** Finance

**Credits:** 120

**Credit System:** Semester

**Affiliations:**

Montgomery County Maryland, Cable Compliance Commission - Member

**Job-Related Training:**

Certificate in Project Management, Principles and Best Practices (AMA) Risk Management Advocate Certification

**Additional Information:** BASIC

**REQUIREMENTS**

I am a U.S. citizen.

I am registered for Selective Service.

**SPECIALIZED EXPERIENCE**

I qualify for the GS-09 grade level of this position. I have at least the next lower grade level or pay band in the Federal service or equivalent experience in the private or public sector as follows:

2 years of experience performing research on, evaluating, and analyzing a variety of routine legal topics.

2 years of experience researching references to locate appropriate data using multiple online legal systems.

2 years of experience organizing and preparing research material and determining information that is pertinent to cases.

2 years of experience performing basic legal analysis.

2 years of experience analyzing information, identifying missing information that requires additional research/investigation, and identifying the appropriate reference sources. 1

year of experience performing legal research on bankruptcy and real property.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Expert ATTENTION TO DETAIL - I am thorough when performing work and conscientious about attending to detail.

Advanced CUSTOMER SERVICE skills - I work with clients and customers (the general public, individuals who work in the agency, other agencies, or organizations outside the government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations. I know about available products and services. I am committed to providing high quality products and services. I anticipate and meet the needs of both internal and external customers. I am committed to continuous improvement.

Proficient DATABASE MANAGEMENT SYSTEMS skills - I demonstrate knowledge of the uses of database management systems and software to control the organization, storage, retrieval, security, and integrity of data.

Expert DECISION-MAKING skills - I make sound, well-informed, and objective decisions. I perceive the impact and implications of decisions. I commit to action, even in uncertain situations, to accomplish organizational goals. I cause positive change.

Advanced FLEXIBILITY - I am open to change and new information. I rapidly adapt to new information, changing conditions, or unexpected obstacles. I effectively deal with ambiguity.

Advanced INTEGRITY/HONESTY - I contribute to maintaining the integrity of the organization. I display high standards of ethical conduct and understand the impact of violating these standards on an organization, myself, and others. I am trustworthy. I behave in an honest, fair, and ethical manner. I show consistency in words and actions. I model high standards of ethics.

Advanced INTERPERSONAL skills - I show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others. I develop and maintain effective relationships with others. I consider and respond appropriately to the needs and feelings of different people in different situations. I deal effectively with individuals who are difficult, hostile, or distressed. I relate well to people from varied backgrounds and different situations. I am sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Proficient LEARNING abilities - I use efficient learning techniques to acquire and apply new knowledge and skills. I use training, feedback, and other opportunities for self-learning and development.

Proficient LEGAL, GOVERNMENT, AND JURISPRUDENCE knowledge - I apply knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Proficient READING abilities - I understand and interpret written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables. I apply what is learned from written material to specific situations.

Proficient REASONING abilities - I identify rules, principles, or relationships that explain facts, data, or other information. I analyze information and make correct inferences and draw accurate conclusions.

Advanced SELF-MANAGEMENT skills - I set well-defined and realistic personal goals. I display a high level of initiative, effort, and commitment towards completing assignments in a timely manner. I work with minimal supervision. I am motivated to achieve. I demonstrate responsible behavior.

Advanced STRESS TOLERANCE abilities - I deal calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Advanced TEAMWORK - I encourage and facilitate cooperation, pride, trust, and group identity. I foster commitment and team spirit. I work with others to achieve goals.

Proficient TECHNICAL COMPETENCE - I use knowledge that is acquired through formal training and extensive on-the-job experience to perform my job. I work with, understand, and evaluate technical information related to the job. I advise others on technical issues.



Theo Nicholas  
(717)510-39352  
[Theon443@gmail.com](mailto:Theon443@gmail.com)

February 27, 2023

Tax Foundation  
1325 G. Street NW (Suite 950)  
Washington DC 20005

Dear Sirs,

I'm writing to apply for the position of Tax Analyst. I originally viewed the position on Talentmarket.org website. I believe I could be a good fit for the role for several reasons I will elaborate. First, I have six years of related experience working for state and Federal Tax organizations. My work at the Department of Revenue for state of Maryland included examined Tax payer returns for errors and proper compliance. Second, as part of a team I assisted in conducting tax assessments, collections, investigations, and examinations as a member of examinations and collections team. My team performed as part of the Motor Fuel tax group producing revenue administered by Maryland Comptroller. Duties also included reporting on Tax Law compliance. Finally, at 1-800-MD-Taxes during the tax season assisting Maryland residents with their tax questions.

Working as a Tax Compliance Officer for the IRS I had my first exposure to federal government regards to tax collection and compliance. Major duties included planning, conducting independent office examination and related investigation of individual taxpayer to determine and advise on Federal Tax liability as well as conducting related operations. Moreover, conducted financial analysis of taxpayer financial condition.

I believe thru my work experiences I have demonstrated the core values of the Tax Foundation. Simplicity, Neutrality, Transparency and Stability. Current projects of interest to me include Tax reform of the tax code. In addition, modelling specific reforms to simulate potential effects if implemented in US economy. Moreover, I think the unique characteristics of the Tax Foundation include No lobby activities should be involved in the operations of the organization. Further, the mission of the organization takes a balanced approach to improving the lives in all Geographic locations of the US. The end results improved quality of life and economic opportunity. This approach is compatible with my values

The cause of this organization means a great deal to me thru my work experiences in tax operations I have developed a personal passion thru the people I have encountered in my personal life as well at work life that have been affected by the cumbersome tax code. Throughout my work experiences I have tried to advocate for positive change thru a more efficient tax system. It is these experiences from in person examinations or phone interviews that has been a controlling factor why the mission of the Tax Foundation and its respective core values connect with my values. As a result, I'm confident I can assist the Tax Foundation in accomplishing their objectives by blending my related work experiences.

In summary, I would like to re express my enthusiasm regarding the Senior State Tax Policy Analyst position. I look forward to the opportunity to elaborate further on my skills and related experience and how I can add value to the Tax Foundation and assist in accomplishing the objectives of the Tax Foundation. I'm available to discuss the opportunity in further detail. Once again, my contact information is [theon443@gmail.com](mailto:theon443@gmail.com) cell: (717)519-3932