

Marian R. Lee

Career Objective:

Seeking a challenging career in a progressive organization, that will utilize my skills, abilities and education in Management, Finance, and add value to its operations.

Key strengths include:

- Process Improvement
- Leadership
- Financial and Operations Management

Experience:

Department of Treasury, Internal Revenue Service (IRS) 2001-Present

Provide technical tax guidance and assistance with promotional and communication programs. Assist specific taxpayer segments such as low-income, disabled, limited English proficiency, and elderly with free tax preparation through the Volunteer Income Tax Assistance Program (VITA). Promote Financial Education and Asset Building programs that lead to homeownership and financial stability. Provide education and awareness about various tax credits and a variety of other compliance issues. Actively promote Community Outreach Programs, and free IRS marketing materials, write reports to evaluate program effectiveness, research databases to analyze and compile statistical information, frequently discuss technical tax law and provide accounting guidance.

- Frequently conducts speeches, meetings and workshops that highlight IRS programs and pertinent tax law modifications to targeted audiences.
- Initiate workgroups to plan, organize, and develop Community Partnerships within Non-Profit and for Profit Organizations to collaborate and work to accomplish common goals.
- Lead Relationship Manager for 2 Military Installations: Responsible for educating, training, and certifying military volunteers to provide free tax assistance to the Military community and their families.
- Lead Relationship Manager for all Partners, volunteers, and Coalitions in Macon and Warner Robins, Georgia. Responsible for relationship management and coalition development.
- Subject Matter Expert for Individual Taxpayer Identification Numbers (ITIN), Foreign Scholars, Government Liaison, and Privacy and Confidentiality Matters, Civil Rights Protection.
- Disability Coordinator for the State of Georgia: Responsible for ensuring that the disabled community are informed, educated and are entitled to receive fair and equitable treatment and tax credits.

Department of Defense Finance and Accounting Services (DFAS)

1999-2001

Reviewed and classified all obligation documents for validity, expenditure limitations, and corrected accounting data for an electronic accounting system. Frequently reviewed purchase requests, defense contracts, purchase and delivery orders with agreements to ensure proper authorizing signatures and pertinent contract payment requirements.

- Determined and applied the proper coding to a variety of payment authorizations and vouchers for commercial vendors and Government agencies.
- Scheduled contract payments for McDonnell Douglas, Raytheon and Boeing Aircraft.
- Periodically disallowed payments for statutory reasons after researching regulations and specific files indicated.

United States Air Force-Airborne Warning and Control Systems Operator (AWACS) 1980-1982

Frequently carried out airborne surveillance, and command, control and communications (C3) functions for both tactical and air defense forces in Frankfurt, Germany.

- Primarily responsible for identifying and reporting near misses and violation of airspace and buffer zones.

Academic Background:

Masters Degree in Business Administration. Bellevue, University. Bellevue, Nebraska. 2002.

Professional Organizations:

National Black MBA Association, National Organization of Female Professionals

References:

Available upon Request.