



Magnolia Curry

License Revenue Officer I

☎ (334) 555-6084 ✉ magnolia.curry@example.com

🌐 linkedin.com/example/magnoliacurry 📍 Dothan, AL 36301

STRENGTHS

- 📅 **Payment accuracy**
Checked totals before preparing reconciliation worksheets. A second review habit helped keep daily records clear and ready for supervisor review.
- 💬 **Courteous service**
Handled counter and telephone questions with patience. People received clear next steps, even when an issue needed escalation.
- ♥️ **Document review**
Compared identification and supporting records against written requirements. This practical habit kept incomplete transactions from moving forward.
- ☰ **Task prioritization**
Balanced requests, correspondence, payments, and filing work during busy periods. A simple task order kept service moving.
- 📄 **Procedure learning**
Applied checklists and written instructions in supervised work. Questions became useful prompts for learning exceptions and improving follow through.

SKILLS

- Public service
- Fee calculations
- Reconciliation
- Records management
- Document retention
- Licensing workflows

SUMMARY

Early career **public service** candidate with supervised administrative experience supporting counter service, telephone inquiries, payment records, document review, filing, and daily task prioritization. Current work includes recording payments, checking totals, preparing reconciliation worksheets, and maintaining digital and paper files through **retention checklists**. Academic coursework applied licensing workflows, fee calculations, registration scenarios, identification documents, sales tax examples, temporary credentials, and privilege license rules. Comfortable explaining written procedures in courteous language, escalating exceptions, and learning structured public safety systems such as **Ingenuity Computer Systems**. A **valid driver's license** supports travel requirements. Reliable work habits, careful math, and respectful service provide a sound foundation for accurate revenue operations and continued public service growth.

EDUCATION

High School Diploma

Dothan High School 🎓 GPA: 4.0 📅 2025 📍 Dothan, AL

Coursework: *Mathematics, business principles, communication, computer applications*

TECHNICAL SKILLS

- **Revenue Records:** Payment recording, reconciliation worksheets, daily reports
- **Public Service Systems:** Ingenuity Computer Systems, motor vehicle systems, identification systems
- **Licensing Transactions:** Vehicle licenses, boat licenses, business privilege licenses
- **Public Safety Services:** Driver license services, identification services, marriage services
- **Outdoor Licensing:** Hunting licenses, fishing licenses, temporary tags
- **Property Documentation:** Manufactured home records, title documents, registration documents
- **Tax Administration:** State tax codes, local tax codes, sales and use tax
- **Fee Administration:** Assessment rates, fee schedules, revenue calculations
- **Records Compliance:** Documentation retention, audit files, transaction records
- **Office Productivity:** Spreadsheets, digital files, paper files

EXPERIENCE

Administrative Services Clerk, Community Services Office

Community Services Office 📅 October 2025 - Present 📍 Dothan, AL

Provides supervised public service support through counter transactions, telephone responses, payment recording, document review, file maintenance, and daily task coordination. Applies written procedures in a structured office setting while building practical knowledge of revenue records, customer questions, confidentiality, and exception escalation.

- Supported public transactions at a supervised counter and answered routine **telephone** questions courteously.
- Recorded customer payments, verified totals, and prepared **reconciliation** worksheets for daily review.
- Reviewed **identification** and **supporting records** for completeness before routing transactions through office procedures.
- Maintained digital and **paper files** with retention checklists and consistent naming practices.
- Used written **procedures** to explain routine requirements and escalate exceptions for supervisor guidance.
- Prioritized counter requests, correspondence, payments, and filing tasks during changing daily workloads.

Ingenuity Systems Spreadsheets

Customer service

Written communication

Verbal communication

Daily reporting Tax code review

Prioritization Payment processing

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Administrative Services
Clerk, Community Services
Office at Community Services
Office (11 Months)

PROJECTS

Public Revenue and Licensing Administration Project 📅 May 2026

Created a simulated public service workflow covering registrations, licenses, identification services, fee calculations, title documents, residency records, eligibility checks, sales tax examples, temporary credentials, privilege licenses, spreadsheet entries, receipt reconciliation, and an audit ready file. Project work connected classroom learning with practical transaction accuracy.

LEADERSHIP & AWARDS

- Academic Achievement Recognition, 2026
- Student Service Recognition, 2025
- Peer Project Team Member, 2025 - 2026

CERTIFICATIONS

- Microsoft Learn Career Essentials 📅 2026
- Valid Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Community Volunteer, 2026
- Public Service Learning Participant, 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST