

NaomiRose L. Paulin

Objective

- Open new opportunities by obtaining a position with an organization that can utilize my previous experiences and education. To share my dedication and loyalty as an employee.

Experience

- **Assistant Director** – Louisville Metro Revenue Commission - November 2016 – October 2019
 - Coordinate and oversee project development and execution which include a multimillion-dollar revenue administration operating system.
 - Manage daily operation aspects of revenue collections, customer service and compliance.
 - Assist director in recruiting, hiring and retaining employees of all levels. This also includes creating and revising job descriptions as needed through organizational restructures.
 - Responsive in reference to administrative request from sources that includes Mayor's Office, Louisville Metro Council, business owners and professionals, and citizens.
- **Revenue Manager** - Louisville Metro Revenue Commission – 2008 – 2016
 - Manage supervisors, union and non-union employees.
 - Prioritize work volume and continue to monitor work flow to review and improve the process.
 - Continuation of employee training and taxpayer awareness programs.
 - Implementation of a new phone system and transition to electronic services offered to business professionals.
- **Administrator** – Louisville Metro Revenue Commission – 2005 - 2008
- **Supervisor** – Louisville Metro Revenue Commission - 2001 – 2005
- **Analyst** – Louisville Metro Revenue Commission
- **Revenue Processor** – Louisville Metro Revenue Commission
- **Revenue Collector** – Louisville Metro Revenue Commission
- **Accounts Receivable Clerk** – Reliable Litho
- **Shift Leader/Cook/Counter Clerk** – Moby Dick Seafood

Education

- Travel & Marketing Management, Associate Degree – Sullivan University