

Valarie Pepper

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WORK EXPERIENCE

DELAWARE STATE UNIVERSITY, Dover, DE

Lecturer II Aug 2018 – present

- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Compile, administer, and grade examinations, or assign this work to others.
- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Select and obtain materials and supplies such as textbooks.
- Collaborate with colleagues to address teaching and research issues.
- Collaborate with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as internships.
- Advisor for student registrations

Courses taught/will teach: Cost Accounting, Accounting I, Taxation, Accounting I and II Lab

Adjunct Professor, Accounting, Aug 2017 – Aug 2018

- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
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- Maintain regularly scheduled office hours to advise and assist students.
- Select and obtain materials and supplies such as textbooks.
- Collaborate with colleagues to address teaching and research issues.

- Collaborate with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as internships.

Courses taught: Cost Accounting, Taxation, Accounting I and II Lab

Visiting Professor, Accounting, Aug 2013 – Aug 2017

- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Compile, administer, and grade examinations, or assign this work to others.
- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Select and obtain materials and supplies such as textbooks.
- Collaborate with colleagues to address teaching and research issues.
- Collaborate with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as internships.

Courses taught: Accounting I and II, Intermediate Accounting I, Cost Accounting, Taxation, Special Topics (Ethics and Forensic Accounting), University Seminar, Accounting Lab I and II.

Professor on Loan from IRS, Aug 1990 – May 1992

- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Evaluate and grade students' class work, assignments, and papers.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Maintain regularly scheduled office hours to advise and assist students.
- Advise students on academic and vocational curricula and career issues.

Adjunct Professor, Sep 1992 – May 1994

- Evaluate and grade students' class work, assignments, and papers.
- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.

- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Responsible for teaching the Taxation class one semester each academic school year.

Adjunct professor, Jan 2009 – May 2011

- Evaluate and grade students' class work, assignments, and papers.
- Prepare and deliver lectures to undergraduate or graduate students on topics such as financial accounting, principles of marketing, and operations management.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional organizations and conferences.
- Compile, administer, and grade examinations, or assign this work to others.
- Maintain student attendance records, grades, and other required records.
- Select and obtain materials and supplies such as textbooks.

INTERNAL REVENUE SERVICE, Dover, DE

Internal Revenue Agent, Excise Tax Specialist, Jan 1978 – May 2012

- Collect taxes from individuals or businesses according to prescribed laws and regulations.
- Maintain knowledge of tax code changes, and of accounting procedures and theory to properly evaluate financial information.
- Maintain records for each case, including contacts, telephone numbers, and actions taken.
- Contact taxpayers by mail or telephone to address discrepancies and to request supporting documentation.
- Check tax forms to verify that names and taxpayer identification numbers are correct, that computations have been performed correctly, or that amounts match those on supporting documentation.
- Answer questions from taxpayers and assist them in completing tax forms.
- Notify taxpayers of any overpayment or underpayment, and either issue a refund or request further payment.
- Confer with taxpayers or their representatives to discuss the issues, laws, and regulations involved in returns, and to resolve problems with returns.
- Conduct independent field audits and investigations of income tax returns to verify information or to amend tax liabilities.
- Review selected tax returns to determine the nature and extent of audits to be performed on them.
- Recommend criminal prosecutions or civil penalties.
- Examine accounting systems and records to determine whether accounting methods used were appropriate and in compliance with statutory provisions.
- Review filed tax returns to determine whether claimed tax credits and deductions are allowed by law.

- Secure a taxpayer's agreement to discharge a tax assessment, or submit contested determinations to other administrative or judicial conferees for appeals hearings.
 - Prepare briefs, and assist in searching and seizing records to prepare charges and documentation for court cases.
 - Review filed returns and determined issues to be examined for income and excise tax.
 - Explain recommended adjustments to tax return and prepare reports for taxpayer signature.
- Additional duties include: Guest presenter/instructor for Revenue Agents; AICPA CPE presentations; CHOICES presenter for junior high students; Commissioner's Representative in Charge of the Dover, Delaware office;

Acting Manager, Mar 2010 – Aug 2011

- Performed managerial duties while official manager was assigned other duties, including work assignment and supervision of 9 group members.
- Review of employees work product (individual cases and yearly evaluation); discussed findings with employees. Prepared written recommendation of improvements/changes for employee and discussed with employee.
- Prepare reports for upper management regarding group activities, accomplishments, employee issues, completion of work assigned.
- Attend Manager meetings to discuss problems, procedures, goals for division.

Classifier, Jan 2012 – May 2013

- Research and development of potential areas of noncompliance for potential examination by excise tax specialists.
- Review data bases for development of case work.
- Prepare leads for further development by excise tax specialists.
- Select cases and prepare for issuance to the excise tax groups.
- Prepare reports of work performed and cases developed.

EDUCATION

Delaware State University, Dover, DE

BA Accounting 1980 Summa Cum Laude

MBA 1990

ADDITIONAL SKILLS

- Computer programs: Microsoft office: word, excel, power point

MEMBERSHIPS

Alpha Chi Honor Society, Delaware State University

Dover Federal Credit Union, Board of Supervisors – 2 years

State of Delaware Board of Education – 3.5 years

Perkins Advisory Board, Caesar Rodney Sr. High School – 2015 – current

Business Professionals of America judge 2017