

# THOMAS GILTON

---

233 Shady Lane , Huntingdon Valley, PA 19006 • Home: 215 873 1834 • utsptcruiser@aol.com

## Professional Summary

I am an experienced hard-working individual with strong verbal and written communications skills. I am a fast learner and would provide solid support to an organization. I have worked in private industry and for the federal government and easily can adapt to any work situation. I am a responsible, trust-worthy person.

## Skills

- Strong verbal communication
- Extremely organized
- Interpersonal and written communication
- Self-motivated
- Report writing
- Clerical support

## Work History

**Church Sacristan, 10/2011 to Current**

**St. Hilary Of Poitiers Church, Susquehanna Road, Rydal PA US – Rydal, PA**

**Tax Examiner, 01/1987 to 08/2008**

**Internal Revenue Service – Philadelphia, PA**

I corrected errors on individual and business tax returns so that they could be processed through the IRS' computer system.

## Education

**Journalism, 1983**

**Temple University - Philadelphia, PA**