

# **KRISTIE L. STARK**

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OBJECTIVE: To utilize my skills for the positive enrichment of client/business relationship by providing excellent services and a positive, helpful attitude to those I am privileged to encounter.

DESIGNATIONS: February 16, 2015 received Enrolled Agent designation from the Internal Revenue Service.

## WORK EXPERIENCE:

**July 2021 to January 2023:** Rashford, Kruse, Brown & Associates  
210 25<sup>th</sup> Ave. N. Ste. 810  
Nashville, TN 37203  
(615) 322-9700  
Contact: Shasta Brown, Tax Partner

Remote Enrolled Agent/Tax Preparer: Duties include preparation of workpapers and tax returns as assigned by supervisors, including forms 1040, resolution of notices received from federal or State tax authorities, communications with clients via email and telephone. Current software utilized is Microsoft Office, CCH Tax, CCH Access Workstream, Adobe PDFlyer, QuickBooks.

**January 2020 to July 2021:** Your Money Matters  
10038 Hwy 46  
Bon Aqua, TN 37025  
(931) 996-4323  
Contact: Tammy Coalson

Enrolled Agent/Tax Preparer: Duties included meeting with clients, preparation of federal (and State, where applicable) tax returns, including Forms 1040, 1041, 1065, 1120, 1120-S, 2555, 1116, FBAR (now called FinCEN 114), 940, 941, resolution of notices received from federal or State tax authorities, filing, composing and typing correspondence and other documents, copying, faxing, mailing, scanning, email, telephone, scheduling, and customer service. Current software utilized is Microsoft Office (Word, Excel, Outlook, Power Point, Publisher, Drake Tax, Drake Accounting, QuickBooks and other specialized software. Was able to work remotely as well.

**September 2006 to January 2020:** Sullivan F. Marsden, PC  
611 Commerce St. Ste. 2704  
Nashville, TN 37203  
(615) 840-7470  
Contact: Lee Marsden

Legal Assistant/EA/Tax Preparer: Duties included meeting with clients, preparation of federal (and State, where applicable) tax returns for over 400 clients from all over the US, including Forms 1040, 1041, 1065, 1120, 1120-S, 2555, 1116, FBAR (now called FinCEN 114), 940, 941, resolution of notices received from federal or State tax authorities, office management, filing, typing and transcribing letters and other legal documents, copying, faxing, mailing, scanning, email, telephone, scheduling, and customer service. I also handled the bookkeeping, payroll, and web design and management. Current software utilized is Microsoft Office (Word, Excel, Outlook, Power Point, Publisher, DocuSign, SmartVault, Web.com, ProSeries, SuperForms, QuickBooks and RightSignature.

**May 2005 to September 2006:** The Giffels Law Office, PLLC  
410 E Centre Ave.  
Portage, MI 49002  
(269) 381-4172  
Contact: Jim Giffels

Legal Assistant: Duties included general office work, typing forms, transcribing letters and other legal documents, maintaining a trial and appointment calendars, bookkeeping, payroll and payroll tax form filing. Software utilized here was Microsoft Word, QuickBooks.

**December 2004 to May 2005:** MW Paul & Associates  
145 Robinson Rd.  
Jackson, MI 49203

Tax Preparer: Duties were to prepare income tax returns from information dropped off by clients, answer the telephone as needed. Software utilized here was specialized software for tax return preparation; very similar to ProSeries.

**June 2003 to September 2006:** Westwood United Methodist Church  
538 Nichols Rd.  
Kalamazoo, MI 49006  
(269) 344-7165  
Contact: Jane Wright

Organist/Accompanist: Duties were to accompany choir rehearsals each week, as well as any soloists who might request it for Sunday services and also to provide accompaniment for the worship services each Sunday as well as other services such as holidays, weddings and funerals.

**August 2002 to July 2006:** Fred Royce, III  
Kalamazoo, MI

(This firm is no longer in operation).

Legal Assistant: Duties were to handle the firm's bookkeeping and payroll as well as the responsibilities of a legal assistant, including transcription, composition of letters and legal pleadings for approval and signature of the attorney. I also handled all reservations and payments for patrons who stayed at the B&B and did some house cleaning and cooking for the B&B. This position had a very high volume of telephone calls. Software utilized here was Microsoft Word, WordPerfect, Excel and other spreadsheet programs, a time clock program called Punch Clock and QuickBooks.

**September 2001 to August 2002:** Westlake, Marsden & Montgomery, PC  
424 Church Street, Suite 1400  
Nashville, TN 37219

(This firm is no longer in operation).

Legal Assistant: Duties included answering the telephone, maintaining schedules, typing, transcription, bookkeeping, tax return preparation, and filing. Software utilized here was Microsoft Word, WordPerfect, ProSeries, Turbo Tax, and QuickBooks.

**June 2000 to April 2001:**

Adams, Whiteaker,  
Robinson, Regan & Young  
446 James Robertson Parkway, Suite 200  
Nashville, TN 37219  
(615) 726-0900  
Contact: Worrick Robinson, Mark Regan  
or Stephen Young

**(The firm is now Robinson, Regan & Young).**

Office Assistant: These duties included a lot of typing, credit card payment processing, preparation of legal documents, some bookkeeping, payroll preparation, and receptionist. Software utilized was WordPerfect or Microsoft Word and QuickBooks.

**September 1996 to July 1999:**

Rusch & Rusch Law Office  
111 E. Division Street  
Medford, WI 54451

Legal Assistant: Duties included answering the telephone, typing, transcription, filing, maintaining schedules, some bookkeeping, general office organizational duties. Software utilized here was WordPerfect.