

KEVIN J. ARMSTRONG

1130 Country Wood Cove, Tupelo, Mississippi | 662-871-7164 | kjarm7@gmail.com

SUMMARY OF PROFESSIONAL QUALIFICATIONS

Accomplished Professional, with twenty + years of experience in management and supervision, a proven leader, self-starter, creative, excellent communicator with strong analytical and problem-solving skills. Works well with a team, excellent customer service skills. Experienced running the day-to-day operations of an organization or business, finding ways to make the company more productive by providing effective methods in its business operations. Some knowledge of preparing program budgets, knowledgeable in facilitating programs around the company, controlling inventory, handling logistics, interviewing and supervising employees on a daily basis. Strong leadership background, handling problems quickly and efficiently. Knowledgeable in handling all aspects of distribution, shipping, receiving and storage. Highly organized and possess the ability to interact with individuals from all socio-economic backgrounds.

EDUCATION

Itawamba Community College, Tupelo, Mississippi ~ Associate Degree in Data Processing (candidate for degree)
Itawamba Community College, Tupelo, Mississippi ~ Construction Certificate Program, Certificate Awarded
Oral Roberts University, Tulsa Oklahoma ~ New Testament
Kingdom University International, Grand Rapids, MI ~ Theology, Doctor of Theology

TECHNICAL SKILLS

Windows, 7, 8 Office 2007/2010 and 2013, Microsoft Word, Power Point, Internet/Intranet/Tax works/Tax vision/TRX/Drake

CAREER TRACK

Licensed Tax Professional (Enrolled Agent) Reliable Tax Service, Tupelo, Mississippi – 2002 – 2018

Responsibilities: Office Manager, specializing in individual and small business tax. Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures. Compute taxes owed or overpaid, using adding machines or personal computers, and complete entries on forms, following tax form instructions and tax tables. Interview clients to obtain additional information on taxable income and deductible expenses and allowances. Prepare simple to complex tax returns for individuals or small businesses. View financial records such as income statements and documentation of expenditures in order to determine forms needed to prepare tax returns. Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum. and information. Hire and train new employees as needed.

Chief Executive Officer, The King's Dome Worship Center, Tupelo, Mississippi 2001 – Present

Responsibilities: To oversee the administration and management of all areas of the congregation's ministry in consultation with the Church Council and appropriate boards, committees and staff. Support and assist the staff who has primary responsibility in the ministries of education, youth, social action, pastoral care, fellowship, health, and older adults. Support, supervise, manage and evaluate, in conjunction with the staff of the congregation. Participate in the

screening and hiring of non-ordained staff and calling of ordained staff. Build a sense of team-work among church staff and hold regular staff meetings to coordinate the ministries of the church and facilitate communication. To work with the Board of Property to see that the facilities of the church are functional and in good repair. To work with the outreach Committee to implement ministries that reach out to the unchurched, inactive and new residents of our community with the good news of the Gospel of Jesus Christ. To direct the assimilation of new members into the life of the congregation in conjunction with the staff of the congregation to encourage all organizations and ministries of the church to carry out their work with an emphasis on welcoming others to participate in the mission work of Christ.

Contractor, Strong Arm Construction, Tupelo, Mississippi, 1995 - 2011

Responsibilities: Schedule the project in logical steps and budget time required to meet deadlines. Determine labor requirements and dispatch workers to construction sites. Inspect and review projects to monitor compliance with building and safety codes, and other regulations. Interpret and explain plans and contract terms to administrative staff, workers, and clients. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. Obtain all necessary permits and licenses.

Assistant Store Mgr./Merchandise Support Mgr., Sears Department Store, Tupelo, Mississippi, 1993 -1995

Responsibilities: Complete store operational requirements by scheduling and assigning employees; following up on work results. Maintained store staff by recruiting, selecting, orienting, and training employees. Maintained store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results prepared annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Identified current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements. Ensured availability of merchandise and services by approving contracts and maintaining inventories

Business & personal references available upon request