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# KRISTY K CROCKETT

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## PROFESSIONAL SUMMARY

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Seasoned Accounting Support professional with 14 years of experience in managing routine and complex business accounting needs. Processed payroll, budgets, reports, audits, tax return preparations, journals, expenditures, and payments. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. Skilled at handling wide range of accounting and administrative tasks. Personable and dedicated to professionalism.

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## SKILLS

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- Self-starter With Strong Time Management Skills
- Problem Anticipation and Resolution
- Intuit QuickBooks & Microsoft Office & Tax Software Systems
- Analytical and Critical Thinking
- Tax Experience
- Financial Report Writing & Filing
- Verbal and Written Communication
- Client Advisement
- GAAP Accounting Practices
- Judgement and Decision Making

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## WORK HISTORY

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**Owner, 04/2008 to Current**

**Crockett Consulting** – Artesia, NM

- Assisted small business owners with tax audits and industry regulatory audits.
- Reviewed company records for errors and fraud.
- Crafted business plans for existing business expansions and new businesses.
- Met with small business owners to discuss organizations, what each hoped to achieve and what products and services would be offered.
- Delivered extensive knowledge of federal and state tax laws and regulations to small businesses.
- Performed bookkeeping tasks for day-to-day operations as well as setup and taught business owners to manage their own bookkeeping
- Provided leadership coaching to small business owners, enabling each to solve problems and make effective decisions.
- Mapped current business and operational processes and recommended areas for improvement.
- Developed company policies, protocols, and operational manuals.
- Assisted new business startups with acquiring state/federal permits, licensing, and insurance.

**Managing Co-Owner, 08/2011 to 01/2022**

**Doepf Crockett Trucking** – Artesia, NM

- Managed 4-5 employees by supervising daily tasks.
- Performed all bookkeeping - including payroll, invoices, accounts payable/receivable
- Prepared and Filed Annual/Quarterly/Monthly - State & Federal Tax Reports
- Maintained all state and federal operating permits and licensing
- Assisted in recruiting, hiring, and training of employees.
- Negotiated price and service with customers and vendors to decrease expenses and increase profit.
- Handled incoming calls and emails from customers regarding issues with services.
- Prepared internal and regulatory financial reports, balance sheets and income statements.

**Owner, 02/2010 to 11/2015**

**KRockett Fitness – Artesia, NM**

- Managed day-to-day business operations.
- Managed staff of 6-8 employees including hiring of gym staff for various roles.
- Created and updated fitness programs focused on cardio, strength, and conditioning.
- Developed sales strategies and coached staff on selling tactics to maintain high percentage of membership enrollments.
- Reviewed stock counts and ordered items to control inventory.
- Evaluated team members and offered helpful feedback by observing while offering services to customers.
- Fostered loyal customer base by providing exceptional customer service

**Regional Sales Manager, 04/2008 to 09/2009**

**AgVentures – NM, TX, AZ CO**

- Managed client accounts within region providing exceptional customer service to foster client loyalty and satisfaction.
- Negotiated contracts and sales terms with new and existing clients in addition to finalizing sales contracts with high-value customers.
- Performed sales calls in warm and cold markets while fostering company growth into new regions.
- Installed and serviced equipment as needed.
- Provided problem-solving solutions to clients.
- Performed experimental research for new products.
- Independently performed tasks and scheduling without oversight

**Regional Account Manager, 02/2006 to 12/2007**

**AqTriton USA – NM, TX, AZ, CO**

- Managed over 30 client accounts.
- Communicated by phone, email and traveled for face-to-face contact with clients.
- Performed equipment checks and collected samples to perform analysis
- Maintained inventory records as well as data entry and completed proper paperwork.
- Addressed internal supply problems head-on and developed creative solutions to prevent delays.
- Independently performed duties without direct supervision

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## EDUCATION

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**BBA: Accounting, Expected in 12/2023**

**Eastern New Mexico University - Portales, NM**

**Associate of Arts: Business Administration, 05/2006 (All course work completed/Never applied for graduation)**

**Eastern New Mexico University - Roswell, NM**

**Bachelor of Science: Animal Science Emphasis in Dairy Cattle, 08/2005**

**Tarleton State University - Stephenville, TX**

- Awarded Distinguished Student Award, 2004-2005
- Dean's List, Fall/Spring 2003, 2004, 2005
- Officer & Member of Alpha Zeta

**High School Diploma: 2002**

**Artesia High School - Artesia, NM**

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## AFFILIATIONS

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Artesia Public School Board Member - Locally Elected Official

Alpha Zeta - Alumni