

KIMBERLY A. LEVASSEUR

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Ypsilanti, MI 48197
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EDUCATION & TRAINING

Crucial Conversations
Thomson Reuters

Advanced Leadership and Customer Service
Comerica Bank

Cousino High
Warren Michigan
High School Diploma

EXPERIENCE

THOMSON REUTERS
1997 to present

Ann Arbor, Michigan

SUPERVISOR 1041 TAX DEVELOPMENT

Responsibilities:

Analyzing tax forms and related laws

- Planned, coordinated and directed all phases of 1041 implementation
- Implemented and managed tax changes, including research/analysis of relevant state and local ordinances
- Coordinate implementation of federal electronic filing

Review, evaluate and execute internal projects

- Design input screens and reports for tax products
- Communicate design and system flow to programmers
- Resolve tax issues of diverse scope

Lead and mentor analyst and programmers

- Special responsibilities include providing support and training to new tax analysts in developing tax software and analyzing tax laws
- Provide performance feedback to management
- Interview and vet potential tax employees

Maintained strong commitment to accuracy, detail and timely completion of tax projects

Maximized productivity with clear and proactive communication

Resolved critical issues in a time-sensitive environment

Coordinated with various groups, managers and departments to ensure consistency

FIRST OF AMERICAN BANK CORPORATION
1995 to 1997

Birmingham, Michigan

TRUST TAX SPECIALIST

Responsibilities:

Analyze Federal Tax Code, Federal, States and Local Statutes and/or Ordinances
Resolve/defend audit issues with the IRS
Prepare complex Fiduciary/Individual, federal, state and local income tax returns
Analyze complex wills, trust and other dispositive documents
Interact with government entities, attorneys, accountants, and charitable trustees
Fast-Tax/SunGard department liaison
Generate cross sell opportunities with line of business officers

COMERICA BANK
1982 to 1995

Detroit, Michigan

Responsibilities:

Provide critical leadership and effective coaching to tax staff
Motivate employees to higher levels of performance, and customer excellence
Prepare complex fiduciary/individual, federal, state and local income tax returns
Coordinate estimated tax payments
Analyze complex wills, trust and other dispositive documents
Interact with government entities, attorneys, accountants, and charitable trustees
Team Facilitator for Fast-Tax and SunGard
Train, coach and counsel support staff on Fast-Tax and SunGard

CORE COMPETENCIES

Organizational and planning skills
Oral and written communication skills
Data collection, analysis and management
Problem assessment and analysis
Critical thinking
Decision making
Delegation
Teamwork
Negotiation
Conflict management
Adaptability