

**WENDI M. STARK**

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#### **EDUCATION**

Kansas State University                      Manhattan, KS   1992                      Concentration: Political Science  
***Self-financed 100% of education expenses through scholarships, grants and employment***

#### **CORE COMPETENCIES**

- Communication skills
- Computer skills
- Networking
- Problem solving
- Multi-tasking
- Organization
- Research skills
- Flexible
- Attention to detail

#### **COMMUNICATION SKILLS**

- Researched, wrote and distributed press releases for 67 Democratic House members by district
- Handled press inquiries and press conferences for various members and candidates
- Designed legislative brochure and direct mail pieces. Developed and implemented fundraising/finance plans
- Consulted on a better business practices that resulted in a change in management paradigm
- Formulated campaign strategy including grass roots, coalition building, targeting voters and Get Out The Vote projects
- Compiled opposition research. Drafted correspondence and mailed motions, orders, and pleadings to judges, clerks and attorneys
- Handled confidential financial client and corporate information
- Designed and maintained databases

#### **COMPUTER SKILLS**

Microsoft Office (Access, Excel, Word, Outlook, Power Point and Publisher), Adobe, SPSS, Research Databases, Lexis/Nexis and others

#### **PROFESSIONAL EMPLOYMENT**

Project Coordinator	Kansas State University/OEIE	<i>Manhattan, KS; 9/10-Current</i>
Census Bureau	US Department of Commerce	<i>Manhattan, KS; 5/10-8/10</i>
President	Stark Solutions Consulting	<i>Jackson, MS; 11/08-4/10</i>
Assistant to the Mayor	City of Moss Point	<i>Moss Point, MS; 7/05-3/06</i>
Director/Lobbyist	Communities for a Clean Bill of Health	<i>Jackson, MS; 10/04-6/05</i>
Legal Assistant	The Gilmer Law Firm	<i>Madison, MS; 6/04-11/04</i>
Substitute Teacher	Pascagoula School District	<i>Pascagoula, MS; 1/04-5/04</i>
Accounts Payable Manager	Anchor Trailer Park Penny Annie's	<i>Gautier, MS; 8/03-8/04</i> <i>Lawrence, KS; 4/01-12/01</i>
Legal Assistant	Cunningham, Bounds, Yance, Crowder & Brown Law Firm	<i>Montgomery, AL; 11/00-12/00</i>
Account Executive	Household Finance Corporation	<i>Olathe, KS; 12/94-9/95</i>

## **HIGHLIGHTS**

### **Evaluation Projects Coordinator; Manhattan, KS**

- Conducted qualitative data analysis
- Wrote reports, summarizing quantitative and qualitative data and providing recommendations for programmatic change
- Performed tasks within budget restrictions
- Conducted strategic planning evaluation activities
- Instrument development and administration including: online surveys, interview protocols, and focus group protocols
- Conducted and documented interviews
- Corresponded with professional and academic clients and evaluation team members in an efficient and professional manner
- Documented facilitations
- Conducted document analysis
- Scheduled meetings and interviews both phone and face-to-face
- Utilized databases to maintain membership and organize multiple projects
- Documented meetings and conferences
- Professional member of the American Evaluation Association
- Supervised and directed graduate research assistants and undergraduate research assistants

### **Assistant to the Mayor; Moss Point, MS**

- The responsibilities and duties pertaining to this position were redefined in the aftermath of Hurricane Katrina
- Served as Moss Point's representative of the Logistics and Public Information Committees for Jackson County as well as serving as Moss Point's representative in Strategy meetings
- Assembled and implemented Moss Point's Hurricane Plan
- Originated initial communication with national sister cities (i.e. Cambridge, MA; Richmond, VA; Olathe, KS.) Maintained communications while organizing and coordinating with sister cities in regards to services, monies and long term goals and commitments in the aftermath of Hurricane Katrina. This resulted in donations of police and fire equipment/vehicles, household goods and community grant assistance
- Collected data from board in order to compile, evaluate and present city's infrastructure needs and assessment plan to county board of supervisors
- Compiled infrastructure and municipal assessment and worked with engineers and department heads to ascertain amount of damage and corresponding needs
- Worked with FEMA, MEMA, federal, state and local entities and elected officials in regards to Katrina recovery
- Provided and prepared status reports for mayor to keep the mayor apprised of daily and on-going concerns of the citizens, board and staff
- Prepared and distributed statements and press releases on behalf of the mayor, as well as scheduling mayor's press interviews

### **Director and Lobbyist; Jackson, MS**

- Maintained daily/weekly contact with coalition members, executive committee and volunteers
- Conducted training sessions at the community level
- Compiled press clippings to analyze message-effectiveness and presence in the Mississippi media markets for a post legislative report to executive committee members
- Drafted and distributed talking points and fact sheets
- Organized and facilitated lobby day and Capitol events
- Set up and attended editorial boards along with press conferences across Mississippi

## LEGISLATIVE EMPLOYMENT

Chief of Staff	Majority Leader, AL House of Representatives	<i>Montgomery, AL; 1/02-7/03</i>
Policy Analyst	Kansas Pipeline Operating Company	<i>Lenexa, KS; 9/95-12/99</i>
Professional Intern	Congressman Dan Glickman	<i>Washington, DC; 3/93-6/93</i>

## HIGHLIGHTS

### **Chief of Staff;** Montgomery, AL

- Provided legislative tracking and vote analysis, obtained accurate vote counts on pertinent member bills, and coordinated legislative luncheons and meetings
- Drafted legislative correspondence
- Gathered daily press clips by issue and member; provided weekly talking points
- Developed and maintained contact with Congressional staffs as well as local caucuses

### **Policy Analyst;** Lenexa, KS

- Researched and compiled daily industry updates regarding natural gas companies, industry trends, alternative energy, electricity and federal and state regulations for corporate officials and attorneys
- Compiled committee reports and bill tracking for lobbyists and Government Affairs departments
- Monitored legislative votes at the federal and state levels

### **US House of Representatives Intern;** Washington, DC

- Responded to and managed constituent mail and phone calls
- Implemented computer systems for mail and database management
- Attended and summarized congressional committee hearings and monitored actions on the US House and Senate floors

## POLITICAL EMPLOYMENT

Finance Director	Mississippi Democratic Party	<i>Jackson, MS; 3/06-10/08</i>
Executive Director	Alabama House Democratic Caucus	<i>Montgomery, AL; 1/02-1/03</i>
Treasurer	Lexington Township	<i>DeSoto, KS; elected 11/00</i>
Campaign Manager	Dr. Elmer Sharp for Mayor of Kansas City	<i>Kansas City, KS; 1/01-4/01</i>
Finance Director	Johnny Hardwick Campaign for County Judge	<i>Montgomery, AL; 9/00-11/00</i>
Office Manager	Hon. Jim Slattery Campaign for Governor	<i>Topeka, KS; 9/95-12/96</i>

## HIGHLIGHTS

### **Finance Director;** Jackson, MS

- Assimilated and analyzed data from individuals, groups, and elected officials to write organization's comprehensive strategic plan
- Organized and coordinated events, including the highest attended fundraiser in the party's history with more over 1,200 attending
- Assisted with county party-building and developed a network with former and current elected officials
- Recruited and trained dozens of volunteers
- Drafted and delivered all communications pertaining to events including designing and distributing invitations, tickets, event programs, souvenir booklets, press releases, Public Service Announcements, and media coverage
- Coordinated events in every major media market in Mississippi
- Quadrupled online database expanding messaging audience

- Compiled and analyzed donor data to solicit high and low donors through phone calls, face-to-face meetings, as well as through presentations with groups ranging in numbers from five to fifty
- Served as party liaison and coordinated events during Congressional special election with county parties; state-wide, state legislative, county and municipal elected officials; and Members of Congress and Congressional staffs
- Developed and implemented strategic plan
- Raised over \$700,000

**Executive Director; Montgomery, AL**

- Developed field plan for 2002 races
- Hired, trained and supervised field organizers
- Designed direct mail pieces
- Coordinated candidate/member retreat and campaign training
- Raised over \$100,000