

## Kathleen A. Busby

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### Professional Experience

#### Hillcrest

*Concierge*

- Answer phones and greet guests
- Prepare flyer for activities and weekly menu
- Respond to alerts for Independent residents
- Schedule drives for residents
- Respond to requests from directors, residents and guests
- Data entry

Loveland, CO

August 2017 - Present

#### Hope Baptist Church

*Church Secretary*

- Scan documents and data entry
- Calendar events and prepare bulletins
- Travel arraignments and create schedules
- Answer phones
- Assist in planning and preparation of events
- Entry of receipts and bills, and preparation of checks
- Enter and maintain church directory
- Order office supplies

Loveland, CO

April 2014 - August 2017

#### Park Regency

*Activities Assistant*

- Assist in planning and running activities
- Assist in shopping

Loveland, CO

January 2017 - August 2017

#### Jorgensen, Brownell, & Pepin

*Legal Assistant*

- Answer phones and greet clients
- Scan documents and data entry
- Order office supplies
- File documents in office as well as with the court
- Prepare reports and assist in billing clients

Loveland, CO

2001 - 2013

## EDUCATION

Institute of Business and Medical Careers

1998

*Associates in Law Office Management*

## SKILLS

- Outlook, Word, Adobe, Quickbooks, InDesign, Photoshop, Excel
- E-filing
- Multi-line phone