

**Kathy King**

**303-574-0938**

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**PROFESSIONAL EXPERIENCE:**

**Part Time Human Resource Administrator, Raytheon**

July 2016-Present

- Administrative support to HR Generalist and Managers
- Provide Personnel Information (PII) to Government Investigators
- Schedule Interview Conference Rooms
- Order Department Supplies
- Admin support for Company Benefits and New Hire Orientation

**Part Time Personal/Admin Asst, Goldbug Inc.**

November 2015 January 2016

- Administrative support to CEO and Executive Team
- Personal assistant to CEO
- Coordinate domestic and international travel
- Maintain CEO calendar
- Coordinate appointments, meetings and conference calls
- Order office supplies
- Review and process monthly credit card statements
- Administrative support to office staff

**Executive Assistant, McKesson Corporation**

January 2010 January 2015

- Oversee the recruitment, on-boarding, and orientation of full-time new hires and contractors.
- Coordinate all facets of department logistics including staffing, training, and hospital live databases.
- Provide efficient and timely day to day support to senior level executives and technical staff.
- Coordinate calendars and schedules for management, as well as catering and logistics for meetings.
- Arrange travel including catering, security badges, conference rooms, and hotel accommodations.
- Maintain Statement of Works for contractors, prepare expense reports, and process contracts.
- Assisted facilities department with office moves to accommodate staffing and company growth

**General Office Manager, Zee Medical, Inc. (Division of McKesson)** November 2005 January 2010

- Assisted the General Sales Manager, supervising the flow of information, reports, and recordkeeping.
- Supervised all facility office staff, which consisted of warehouse and administrative sales support.
- Oversaw A/R cash receipts, internal controls, collections and payroll, and supervise office staff.
- Supported local Human Resources operations by addressing all issues originating from Sales Center.
- Managed finance and accounting for reporting, month-end closings, inventory, and collections.
- Handled territory assignments and sales tracking, providing support to 35 outside sales consultants.
- Provided front line management, oversaw hiring and firing, and offered counseling to employees.
- Performed vehicle administration, including the updating of fleet records for managerial vehicles.

**Customer Service Manager**, Caleel + Hayden International, LLC

September 2001 August 2005

- Managed inside sales functions, including the oversight of 11 customer service associates.
- Coordinated hiring, training, development, coaching, and scheduling of staff for the department.

**Customer Service Manager**, Bergen Brunswig Drug Co.

March 1999 June 2001

- Member of the management lead team, responsible for quality assurance and market retention.
- Worked closely with operations and sales management to ensure resolution of customer issues.

**AREAS OF STRENGTH AND EXPERTISE:**

- Project Management
- Payroll/Accounting
- Customer Service Management
- Human Resources
- Benefits Administration
- Sales and Marketing
- Travel/Meeting Coordination
- Office Management
- Hiring/Training
- AED Certification