

Kaylee Strouse

WORK EXPERIENCE

Larimer County

Executive Assistant to the Director of Human Services | October 2022-Present

- Coordinate and lead New Employee Orientation for all new employees.
- Coordinate and assist with departmental meetings, minutes, agenda creation, and confidential projects.
- Analyze, plan and implement a new department-wide software solutions.
- Draft, edit and finalize organizational human resource policies and procedures.
- Plan and coordinate staff meetings for over five hundred employees.
- Served as the Complaint Coordinator and Civil Rights Coordinator.
- Processed employee external complaints in accordance with state statutes.
- Build and create human resource process-maps.
- Submit documents on behalf of Human Services to The Board of County Commissioners.
- Point of contact for calls regarding response levels, customer satisfaction and difficult questions.

Timberline Church

Events Director & Assistant | September 2020 -October 2023

Operations Assistant | July 2016 - September 2020

- Provide high-level administrative support to campus pastor, through strategically coordinating meetings, providing communication with those in the congregation, and leading special projects.
- Review resumes, conduct interviews and provide feedback regarding prospective new hires.
- Provide travel arrangements and itineraries for prospective hires.
- Create organizational communications for dissemination throughout organization.
- Coordinate and take notes for all staff meetings and external meetings.
- First point of contact for all phone calls, addressing all requests and inquires.
- Respond to all administrative support needs for all departments or projects as needed.
- Implement new policies and procedures regarding background checks and prospective hire applications.
- Plan, coordinate, and oversee all church events with up to one thousand people in attendance.
- Analyze and implement all County rules, regulations, policies, and standard operating procedures for public events.
- Directly report to information technology director regarding staff training and management reporting.

Coan, Payton, & Payne

Paralegal | April 2013-October 2015

- Provided administrative/paralegal support for a 12-attorney law firm.
- Primary point of contact for client and interoffice confidential communications.
- Create and maintain pleading and correspondence files for all active cases.
- Responsible for all paralegal functions including preparation of pleadings and discovery requests.
- Managed expectations and coordinated (often competing priorities) of equity partners to facilitate efficient and timely completion of critical path items.



CONTACT

970-599-2732

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SKILLS

COMMUNICATION

MICROSOFT OFFICE SUITE

COMPUTER LITERATE

SCHEDULE
MANAGEMENT

GOOGLE SUITE

EVENT PLANNING

EDUCATION

University of Phoenix

August 2020-Current

Bachelors of Science in Business with
Certificates in Human Resource Management
and Financial Planning

Thompson Valley High School

August 2009-December 2012

High School Diploma

REFERENCES

Leann Gowing

Human Resource Director at Timberline Church

Known for 5 years

(970)581-0308

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Jackie Olsgard

Marketing Coordinator at C3 Real Estate Solutions

Known for 2 years

(563) 380-9230

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Alyssa Stranathan

Business Owner

Known for 11 years

(970) 405-6958

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Peter Scott

Retired Attorney

Known for 7 years

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