
152 Ridge Trail ♦ Chapel Hill, NC 27516 ♦ kmccbat@aol.com ♦ 919-265-9820 (c) ♦ 919-240-5666 (h)

Summary

Accomplished administrator with MBA working toward Paralegal Certificate. Over nine years executive level support of clergy, governing boards, and staff in settings requiring initiative, judgment, and confidentiality. Seventeen plus years retail management running a \$2 million business. Strong record of careful preparation, consistent results, and creative problem-solving.

Education

PARALEGAL PROGRAM, MEREDITH COLLEGE, Raleigh, NC

Certificate anticipated, May 2010. An ABA-approved and North Carolina State Bar Qualified Post-Baccalaureate Certificate Program. Course work in legal research, Westlaw, Bluebook, Shepardizing, briefs, legal survey, law office mgt. 4.0 GPA.

UNIVERSITY OF NORTH CAROLINA-WILMINGTON, Wilmington, NC

Master of Business Administration, August 1987

Attended class part-time January 1984 through August 1987 while working 50+ hours/week

WESTERN CAROLINA UNIVERSITY, Cullowhee, NC, A/B Average

MBA Candidate, August 1982 through December 1983. Worked full-time and part-time.

FURMAN UNIVERSITY, Greenville, SC

Bachelor of Arts, Business Communications, May 1980

Cum Laude/3.25 GPA. Foreign study in U.S.S.R & Scandinavia.

Profile

- *Excellent interpersonal relater – passionate about unflinching customer service.
- *Extensive experience juggling competing priorities of boards, ministry chairs, members, etc.
- *Outstanding record of working cooperatively with supervisors, co-workers, and committees.
- *Significant supervisory dealings with full-time and part-time employees, and volunteers.
- *Highly effective oral and written communicator – exceptional researcher, writer, editor.
- *Budget, cash and sales reconciliation/recording, and management experience.
- *Maintain composure under challenging circumstances.
- *Superior MS Word, Publisher, and Internet search skills.
- *Working knowledge of Microsoft Money, Excel, PowerPoint, Front Page, Adobe InDesign.
- *Ability to learn quickly, allowing rapid assimilation of new software, programs, concepts, etc.
- *Comfortable with flexible hours and travel.
- *Exemplary commitment to doing “whatever it takes” to get the job done right.

Professional History

AMITY UNITED METHODIST CHURCH, Chapel Hill, NC

Secretary (01/2008 – Present; part-time) Assist Pastor and lay leadership in revitalizing a declining congregation through redesigned communication systems and office procedures. Consistently garner free publicity, developed web page from scratch, negotiated favorable contract terms for new copier that increased productivity and quality while lowering costs. Attendance and financial pledges have nearly doubled from two years ago.

ST. JOHN’S EPISCOPAL CHURCH, Wilmington, NC

Parish Administrator/Secretary (6/2000 – 10/2007) Created protocols, systems, checklists, and forms to facilitate smooth office operation and parishioner care.

Kim M. Batson

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Major Areas of Responsibility, Both Church Positions

***Communications:** Board minutes, schedule reminders, web page, bulletins and inserts, monthly newsletter, weekly email mini-newsletter, fliers, brochures, certificates, newspaper ads and press releases, correspondence, bulk mail, mailing list updates, announcements, prayer concerns, calls/emails.

***Coordination:** Calendar, facilities repair/maintenance, special events, vehicle & room use.

***Recordkeeping:** Reconcile discretionary fund; maintain membership records using data base software; sexual ethics and background check compliance; visitor follow-up; attendance statistics and analysis; annual reports required by denomination.

THE FIRM OF AMERICA/LANDIST SOCIETY, Chapel Hill, NC

Administrative Assistant (10/2007 – 5/2009, part-time) Assisted owner with regulatory compliance, correspondence, lease evaluations and negotiations, supply ordering, performance tracking. Launched two community and real estate newsletters: researched, interviewed for, authored original articles; formatted layout; solicited ads; marketed; printed, distributed.

ECKERD DRUG COMPANY (NOW RITE AID), Wilmington, NC

Store Manager (10/1987 – 5/1989, 2/1990 – 6/2000) Oversaw all areas of store operations: customer service; vendor supervision and coordination; audit compliance; fiscal planning; sales growth; stocking; merchandising; pricing; ordering; inventory; expense control; petty cash; accounts payable; office and cash management; sales reporting; hiring, training, evaluating, scheduling, and supervising personnel. Worked cooperatively with pharmacist.

District Manager (5/1989 – 2/1990) Supervised personnel and operation of 14 stores in Raleigh/Durham, NC. Position eliminated due to company restructure.

Assistant Manager (12/1983 – 10/1987) Trainee in Asheville, NC (9/1983 – 12/1983) Preparation/training period for store management. Served as Interim Manager in a store pre-designated to close in Jacksonville, NC (12/1986 – 5/1987).

Community

CHAPEL HILL – **Pine Knolls Community Center** (7/08 – pres.) Board, webmaster, designed brochures, fliers, letters; spearheaded 3/09 successful fundraising campaign; volunteered.

WILMINGTON – **NAACP** (9/2004 – 8/2007) Executive & Education Committees. Helped plan several fundraising/celebration events. Chaired 2006 Martin Luther King, Jr. Breakfast. **Other:** Frequently spoke at Board of Education meetings, member autism & ADHD support groups.

References

Rev. Vernon C. Tyson, *Former supervisor while Interim Pastor, Amity UMC*

Mr. Andy Louis-Charles, J.D., *President/CEO, Landist Society, Ltd. Co.; Publisher, [The Landist News](#); Financial Analyst and Contributing Writer for [The Motley Fool](#)*

Mr. Harold Beatty, President, *New Hanover County NAACP, Co-Owner Amer. Heritage Tours*

Samantha Kilpatrick, Esq., *Attorney; Instructor, Meredith College Paralegal Program*

J. Keith Calder, J. D., *Attorney, Calder & Calder; Wilmington, NC*