

KIM McCAHAN BATSON

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CAREER SUMMARY

Accomplished administrator/manager with MBA. Over 8 years secretarial/administrative experience in settings requiring significant initiative, judgment, confidentiality. Seventeen years retail management running \$2 million business. Proven record of careful preparation, consistent results, and creative problem solving. Passionate about social responsibility.

PROFILE

- Strong executive-level background, answering directly to senior clergy.
- Extensive experience juggling competing priorities of governing board, ministry chairs, members, etc.
- Outstanding record of working cooperatively with like-level co-workers and committees.
- Significant supervisory dealings with full-time and part-time employees, and volunteers.
- Highly effective oral and written communicator – exceptional writer, editor, proofreader.
- Budget, cash and sales reconciliation/recording, and management experience.
- Maintain composure under challenging circumstances.
- Excellent interpersonal relater.
- Superior MS Word, Publisher, and Internet search skills; working knowledge of Microsoft Money, Excel, PowerPoint, Front Page, Adobe InDesign, and Membership Plus Data Base Software.
- 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

ADMINISTRATIVE

The Firm of America/Landist Society, Chapel Hill, NC (10/2007 – Present; part-time)

- Correspondence, regulatory compliance, lease evaluations and negotiations, supply ordering, performance tracking, and owner-employee liaison.
- Newsletter development, editing, preparation, printing, marketing, distribution.
- Article research, writing, editing.

Amity United Methodist Church, Chapel Hill, NC (01/2008 – Present; part-time)

Assist Pastor in revitalizing a declining congregation through redesigned communication systems and office procedures: web page, bulletin and insert, newsletter, regular email updates, press submissions, etc. Attendance and financial pledges have nearly doubled from same period a year ago.

St. John’s Episcopal Church, Wilmington, NC (6/00 – 8/07 employee; 9 – 10/07 contract)

Cultivated extensive volunteer network and created protocols, systems, checklists, and forms to facilitate smooth office operation and parishioner care.

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 and maintenance, special events, vehicle and 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.

- **Office Management:** Contract for, oversee, and operate office machinery; assist parishioners, visitors, vendors; manage administration budget; filing/paperwork organization; order supplies.

Highlands Country Club, Highlands, NC (10/1981 – 11/1982)

Upkeep of membership files and accounts receivable. Administered health, workman's compensation, and unemployment claims. Processed payroll and related tax reports.

RETAIL MANAGEMENT

Eckerd Drug Company (now Rite Aid), Wilmington, NC (9/1983 – 6/2000)

- **Store Manager** (10/1987 – 5/1989, 2/1990 – 6/2000)
Responsible for all areas of store operation of \$2 million business: Daily cash and sales reports; customer service, cash register and refunds; audit compliance; fiscal planning and budget; sales growth; vendor supervision and coordination; stocking; merchandising; pricing; ordering; inventory; expense control; petty cash; accounts payable; office management; building maintenance; HR functions: hiring, training, evaluating, scheduling, and supervising personnel. Worked cooperatively with pharmacist.
- **District Manager** (5/1989 – 2/1990) Supervised operations 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).

S & H Green Stamps, Franklin, NC; Knoxville, TN; Macon, GA (7/1980 – 10/1981)

- **Store Manager** Oversaw personnel, store operations, customer service. Progressed to larger stores.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

University of North Carolina – Wilmington, Wilmington, NC (1/1984 – 8/1987 part-time)

Simultaneously worked full-time (55+ hours/week) for Eckerd's.

Western Carolina University, Cullowhee, NC (8/1982 – 12/1983)

Worked full-time and part-time toward MBA (8/1982 – 12/1983). Graduate Assistant, School of Business (8 – 9/1983) and Personnel Office (1/1983 – 4/1983). Transferred to UNCW for Eckerd's promotion.

BACHELOR OF ARTS

Furman University, Greenville, SC (8/1976 – 5/1980)

Cum Laude. Designed own major – Business Communications – through Furman's Individualized Curriculum Program. Girl Scout leader all 4 years through Collegiate Educational Service Corps.

COMMUNITY

CHAPEL HILL Pine Knolls Community Center (current): Developed/maintain website; design brochures, fliers, letters; spearheaded 3/09 successful fundraising campaign; volunteer with children.

WILMINGTON (Previous): Frequent speaker at Board of Education meetings during audience call. Past coordinator and member of ADHD Support Group. Member, autism support group. **NAACP:** Member (9/2004 – 8/2007) Executive Committee, Education Committee. Sent email announcements/information to membership at request of branch president. Event planning – prepared program booklets and was a key member of planning teams for several fundraising/celebration breakfasts/banquets. Chaired 2006 Martin Luther King, Jr. Breakfast, which doubled previous year's attendance. Invited and introduced keynote speaker – Cong. Mike McIntyre.