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Katherine E. McKinney, MA		Office Manager	
<p>Availability: Immediate</p> <p>Email: kemckinney@crai-ky.com</p>	<p>Specific Duties:</p> <ul style="list-style-type: none"> • Project billing • Budget entry • Expense tracking • Front office management 	<p>Education and Training:</p> <p>B.A. Accounting and Spanish, Asbury College, Wilmore, Kentucky; M.A. Diplomacy and International Commerce, University of Kentucky, Lexington, Kentucky</p>	
Experience Summary Information			
<p>Office Manager</p> <p>Cultural Resource Analysts, Inc.</p> <p>August 2011-Present</p>	<p>Baker</p> <p>Whole Foods Market</p> <p>March 2011-August 2011</p>	<p>Budget and Records Manager</p> <p>Seattle Pacific University</p> <p>October 2010-January 2011</p>	
<p>Ms. McKinney is responsible for the day to day running of the front office at CRA headquarters in Lexington, Kentucky. She assists with project billing and tracking project expenses. She enters budgets for new projects as they come online.</p> <p>Ms. McKinney has more than seven years of office-related experience, with more than five years spent in accounting and finance related positions. She has worked in Retail, Service, and Education. Prior to joining Cultural Resource Analysts, Inc., she spent several months baking bread. She also worked as a Human Resources Clerk for a local catering company, and spent six months in Seattle, Washington where she worked temporarily with Seattle Pacific University.</p> <p>In addition to earning a Bachelors degree at Asbury College in Wilmore, Kentucky, Ms. McKinney has also studied international development and international economics. She earned a Masters degree in 2008 from the Patterson School of Diplomacy and International Commerce at the University of Kentucky in Lexington.</p> <p>Job Related Skills:</p> <p>Proficient in Microsoft Office software, MAS90, Great Plains, QuickBooks, ADP, E-Time</p>			