

# Kathleen M. Jones (Kathy)

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## Personal Information

Kathleen Marie Jones  
234 Byron Drive  
Richmond Hill, GA 31324, USA  
kathyjones282@gmail.com  
(912) 445-5143 home (912) 433-3129 cell

## Employment Information

- 2018
- Whitley Insurance (CE Credits) October 2012-January
- P.O. Box 1026  
Midway, GA 31320  
912-884-7566
- Title: Administrative Coordinator
  - Position Description: Manage and oversee all administrative aspects of continuing education credit courses for insurance agents: customer service representative, manage the process of agents receiving materials and turning in results, logging results with the state in which they are licensed, creation of excel and word documents, data entry/management of the database of clients, manage records of completed courses, reconcile monthly charges with PayPal statement.
- Compassion Christian Church August 2011-October 2012  
55 Al Henderson Blvd.  
Savannah, GA 31419  
(912) 925-9657
- Title: GIS Administrative Coordinator
  - Position Description: All administrative aspects of preschool including: registration, creation of excel and word documents, data entry and management of data base for students, plan and execute events, create fliers for communication with teachers and parents, manage and maintain room reservations for school and events, tour prospective parents.
- Patti Reading - Realtor August 2007-June 2008  
1043 Sweet Jasmine Drive  
Trinity, FL 34655  
(727) 809-0372
- Title: Assistant
  - Position Description: Assisted realtor in all aspects of sales, showed model home to potential customers, created and filed

contracts, brochures, and any other administrative duties as required.

Integrity Medical Billing  
537 N. Cambridge Street  
Gilbert, AZ 85233  
(912) 433-3129

May 1999-February 2009

- Title: President/Owner
- Position Description: Managed medical database including all data entry. Submitted all medical claims, both electronic and paper, for multiple practices. Balanced patient accounts and followed up on problem accounts. Met with doctors and provided various reports on patient accounts and best practices. Managed accounting for incorporated business.

## Education

1991 BA degree in Social Work received from Hope International University - Minor in Biblical Studies

1989 AA degree in General Studies received from Hope International University

## Skills

Hard-working and dependable  
Highly administrative  
Strong customer service skills  
Computer skills - Microsoft Office, databases, internet

## References

### Professional:

- Christy Smith (Whitley) (303) 619-3457
- Patti Reading (Realtor) (727) 809-0392
- Dr. David Perrine (IMB) (480) 661-7799

### Personal:

- Christie Birchfield (727) 647-2909