

# Kathy H. Wrigley

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## OBJECTIVE

To use my project management, knowledge and experience on a daily basis to benefit my employer and coworkers.

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## PROFESSIONAL EXPERIENCE

**KENTUCKY FARM BUREAU**, Louisville, KY **2018-Present**  
***Administrative Assistant for Vice President, Information Technology***

- Manage schedule and communications for VP.
- Assist maintaining financial matters for IT department with annual budget of \$23,000,000.
- Liaison between VP, Executive Team and staff.
- Primary point of contact for IT Department.
- Assist in planning & executing of special events
- Additional responsibilities as necessary

**THE INNERVIEW, PLLC**, Louisville, KY **2007-2017**  
***Administrative Care Coordinator***

- Manage day-to-day operations of a counseling practice including 15 therapists and administrative staff.
- Maintain all financial records for the practice.
- Implement new policies and procedures when necessary.
- Primary point of contact for all clients, potential clients, partners, staff and vendors.
- Additional responsibilities include human resources and risk management.

**HURSTBOURNE BAPTIST CHURCH**, Louisville, KY **2001-2007**  
***Administrative Services Manager***

- Coordinated activities of all church groups in conjunction with the pastor, other staff members and ministries of the church.
- Maintained records detailing transactions affecting the acquisition and disposition of all monies for the church with an annual budget of \$1,050,000 and approximately 1,000 members.
- Implemented new policies and procedures when necessary.
- Maintained church-wide communication through editing, supervising and production of the weekly bulletin and other media in addition to managing a small team.
- Additional responsibilities included human resources and risk management.

**NATIONAL ENVIRONMENTAL CONTRACTING, INC.**, Louisville, KY **1998-2001**  
***Office Manager***

- Assisted president and vice presidents with all aspects of office and project management.
  - Implemented new procedures for accounts receivables, payables and office operations.
  - Oversaw development and planning of internal design layout for new office.
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## EDUCATION / COMMUNITY ACTIVITIES

**B.A. Business Administration & Political Science**, Georgetown College, Georgetown, KY

- Member of Kappa Delta Sorority and Panhellenic Council.

**Bible Study Fellowship** (holding various positions of leadership)

**Board Member**, St. Matthews Fire Protection District & Harmony Place II HOA (Treasurer)