

# Kristi Butler

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4565 Marion Lane.  
Marion, OH 46947  
(333) 733-4444

## PROFESSIONAL SUMMARY

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A dependable, hard-working, empathetic people professional with over 5 years' experience in office administration. Excellent communication skills and ability to work in a team or individually.

## SKILLS

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- Microsoft Office
- Excellent Communication
- Onboarding Experience
- Teamwork
- Resourceful
- Deadline Driven
- Attention to Detail
- Dependable
- Customer Service

## EDUCATION

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Marion Technical College

**Associate of Applied Science-Business Management**

Marion, Ohio

**August 2014**

- Awards & Organizations- Phi Theta Kappa, Dean's List, Magna Cum Laude
- Dean's List 2012, 2014

## PROFESSIONAL EXPERIENCE

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A & B Windows

**Administrative Assistant**

Marion, OH

2014-present

- Provide excellent internal and external customer service on a daily basis.
- Create new accounts based on need and sales.
- Plan and coordinate meetings; including calendar invites, agenda and minutes
- Comply with policy and procedure of the company.
- Assist in the revision of our office structure.
- Lead groups with patients teaching them legal education and the court system to help them regain competency to stand trial.
- Document and verify all shipping and returns of the company.
- Keep all documentation in a safe place for auditors.
- Create monthly report for the Board of Directors and other personnel.

Miller's Merry Manor

**Certified Nursing Assistant**

Logansport, IN

2012-2013

- Cared for elderly residents by assisting them with activities of daily living: bathing, dressing, toileting, feeding
- Collected vital signs and daily weights
- Provided and maintained a safe/secure environment for residents
- Assisted with social activities such as bingo, arts and crafts, and playing cards
- Gained valuable experience working with Alzheimer's residents