

Kathryn Ann Kelly

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OBJECTIVE

Use the technology skills and knowledge, attained through my education and work experience, in an instructional setting.

EDUCATION

Master of Science in Instructional Technology

Mississippi State University, Starkville, MS. May, 2009, Overall GPA: 3.51.

Bachelor of Science Independent Studies in Criminology and Technology

Mississippi State University, Starkville, MS. December, 2005.

EXPERIENCE

Business Coordinator

Mississippi State University, Starkville, MS. August 1999 – Present

- Responsible for all fiscal processes of budgeting, procurement, personnel, and related reporting
- Responsible for purchases made by department. Process all requisitions, purchase orders, invoices, debts and credits, process travel vouchers
- Create and maintain departmental spreadsheets
- Develop departmental brochures for recruitment
- Maintain three procurement cards and balance statements
- Responsible for entering payroll and leave records and maintain confidential employee information
- Communicate extensively by phone and in person with faculty, staff, and students

Administrative Assistant

CommNet Cellular, Inc., Denver, CO. January, 1999 – June, 1999

- Assistant to the Director of Technology
- Responsible for calendar, travel, and purchasing

Receptionist

Batky – Howell, Denver, CO. October, 1998 – January, 1999

- Field high-volume phone calls
- Maintained instructor records
- Responsible for ordering supplies

Accounting Assistant

Mississippi State University, Starkville, MS. October, 1994 – September, 1998

- Audited travel records, requisitions, purchase orders, and invoices
- Communicated extensively with faculty and staff

COMPUTER AND TECHNICAL SKILLS

Proficient in Microsoft Office XP (PowerPoint, Access, Excel, Word, Picture Manager, Publisher)
Experience in Photoshop, Windows Movie Maker, Dreamweaver, FrontPage, and Banner

REFERENCES

Available upon request