

# **Kimberley S. McGinnis**

## **Office Executive Coordinator**

314.209.9495 ext. 717 - kmcginnis@easiconsult.com

### **EDUCATION**

**1995** Religion – Rhema Bible College, Tulsa, OK

### **PROFESSIONAL EXPERIENCE**

#### **EASI•CONSULT, LLC, St. Louis, MO**

##### **Office Executive Coordinator (September, 2014 – Present)**

- Provide professional administrative support to Consultants including document production, presentation design, travel arrangements, meeting coordination and survey support.
- Format, review and edit EASI•Quotients® Assessment and Selection reports, technical reports and Assessment Center reports.
- Format, review and edit federal government and client proposals.
- Coordinate the creation and production of Assessment Center program documents.

#### **BANK OF THE CAROLINAS, Advance, NC**

##### **Training Manager, Office Manager (August, 2007 – February, 2012)**

- Oversee, create and deliver systems and soft training to 100+ employees via video, group seminar and one on one. Work with internal departments to develop policies and procedures governing bank operations. Work closely with the Human Resources Department to assist in coaching employees to success.
- Manage daily activities of largest branch as well as customer service and sales to new and existing clients.

#### **BANK OF AMERICA, Various locations (August, 1993 – August, 2007)**

##### **Customer Service Manager and Personal Banker**

- Direct activities of both teller and sales staff including sales referrals, scheduling and service to clients. Assess client needs and offered banking services to retail customers, while promoting mortgages, home equity loans and credit cards. Consistently met and exceeded sales goals resulting in incentive bonuses.

##### **Recruiter**

- Recruit and hire retail-banking positions for 22 branches within the Tulsa area. Interview potential candidates for teller, personal banking and branch management positions.

##### **Teller Trainer and Teller Manager**

- Coach and instruct new candidates in the teller role. Work with branches to coordinate on going training and periodic evaluations. Develop course curriculum and implement using bank policy/procedure as guidelines. Lead staff of 15+ tellers in multiple locations. Team development and direction.

### **TECHNICAL SKILLS**

Adobe Acrobat, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Pro Presenter