



Kimberly Young
Executive Assistant

Education

AS, Legal Assistant, Draughons Junior College, 1995

Professional Affiliations

IAAP, International Association of Administrative Professionals, 2020

Experience Summary

Ms. Young has over 13 years' experience in delivering the highest standards of excellence in planning and directing executive-level administrative affairs and rendering support. Kimberly is excellent in interfacing with a diverse clientele and maintaining cross-departmental communication across teams. She has strong skills in arranging intercompany international and domestic travel, visas, and organizing confidential and time-sensitive information. She is recognized and valued as a discreet, professional, and knowledgeable manager and partner, with the ability to juggle and prioritize needs while ensuring speedy responses to logistics and business concerns.

Employment History

CURRENT EMPLOYER	TIERRA GROUP INTERNATIONAL, LTD.
POSITION	Executive Assistant
YEARS	2020 to Present
EMPLOYER	RPMGLOBAL USA, INC.
POSITION	Executive Assistant / Office Manager
YEARS	2007 to 2020
EMPLOYER	STORMCO
POSITION	Installation Coordinator / Project Manager
YEARS	2005 to 2006
EMPLOYER	THE HOME DEPOT / QUALITY KITCHENS / TOP SHOP
POSITION	Kitchen Designer
YEARS	2001 to 2005
EMPLOYER	DUMOND PRINTING
POSITION	Desktop Publisher
YEARS	1998 to 2000
EMPLOYER	KIMBERLY'S DESIGNS
POSITION	Cake Decorator
YEARS	1996 to 2001

EMPLOYER	U.S. ARMY
POSITION	Black Hawk Helicopter Mechanic / Crew Chief
YEARS	1990 to 1993