

Kathleen A. Gregory

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OBJECTIVE

EDUCATION

Bryan College

Topeka, Kansas

Computer Programming

Graduation Date - May 2009

- ❖ Linux Fundamentals (Ubuntu Linux)
- ❖ Object-Oriented Programming (including C++, C#, Visual Studio 2003, 2005, 2008)
- ❖ C++ Programming
- ❖ Visual Basic (VB.Net, Visual Studio 2003, 2005, 2008)
- ❖ HTML, JavaScript
- ❖ Microsoft Access Database Maintenance
- ❖ Computer Software Management (Windows XP, Microsoft Office)
- ❖ Windows Server Administration (Windows Server 2003, Active Directory)
 - Earned a 4.0 GPA while working 40 hours per week
 - Student of the Year

Coldwater High School

Coldwater, Kansas

SKILLS

- ❖ Microsoft Office Suite 2003/2007
- ❖ QuickBooks 2005, 2007
- ❖ Peachtree Accounting
- ❖ Data Entry - alpha 7,608 KPH 98% - numeric 9,216 KPH 98%
- ❖ CompTIA A+ Certification – November 1, 2008
- ❖ Microsoft FrontPage 2003

EXPERIENCE

Oklahoma Society Daughters of the American Revolution (OSDAR)

Webmaster

JUN 2009 - PRESENT

- ❖ Created and maintained web site for the state society
- ❖ Maintained web sites for individual chapters
- ❖ Created web site for Woodward Chapter, OSDAR
- ❖ Followed National Society Daughters of the American Revolution (NSDAR) protocol as stated in the VIS handbook
- ❖ Reported updates to web sites and membership information to National VIS Chairman, NSDAR

Valeo Behavioral Health Care

Consumer Accounts Specialist III

Topeka, Kansas

MAR 2008 – PRESENT

- ❖ Bill BCBS and Commercial Mental Health Claims.
- ❖ Collect and post payments to client accounts.
- ❖ Credential clinicians with insurance companies.
- ❖ Provide backup coverage for mental health intakes.
- ❖ Created and maintain a desk manual for this position.
- ❖ Created spreadsheet to track credentialing/license status for clinicians

Blue Cross and Blue Shield of Kansas

Workflow Indexer (temp)

- ❖ Indexed scanned documents received in the mail room.
- ❖ Prepared batches for scanning.

Topeka, Kansas

OCT 2007-FEB 2008

K&B's Convenience Store

Owner/Clerk

- ❖ Set up accounting system for the company in Peachtree Accounting and QuickBooks.
- ❖ Performed all bookkeeping functions for the company.
- ❖ Filed reports to stay in compliance with KDHE on Underground Storage Tank.
- ❖ Filed Income Taxes, Federal and State.
- ❖ Interacted with customers daily.

Coldwater, Kansas

JAN 1995-MAY 2007

Professional Organizations

- ❖ BPW Coldwater, Past President
- ❖ BPW Kansas, Past Issues Management Chair
- ❖ Coldwater Chamber of Commerce, Committee Chair
- ❖ Comanche County Leadership Training Program, Graduate
- ❖ Come on Home to Coldwater Quilt Raffle, Constructed Quilt Blocks
- ❖ National Genealogical Society, Member
- ❖ NSDAR, Woodward (OK) Past Chapter Regent
- ❖ Kansas Genealogical Society, Member