

# KIM BOURNER

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## Career Objective

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Seeking work as an Administrative Assistant in Kalamazoo County

## Work History

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**Procurement Assistant, SW Michigan Procurement Technical Assistance Center,  
Kalamazoo, MI**

July 2008 to Current

- Add, delete, and edit client database online including counseling sessions and keyword updates
- Assist clients through daily research and providing program resources
- Report on government contracts and clients monthly, quarterly, and yearly to maintain funding

**Technical Writer/Receptionist, Configuration Solutions a Consona ERP Solution,  
Portage, MI, as a part-time contractor**

April 2008 to Current

**Technical Writer, Configuration Solutions, hired as long-term employee**

July 2007 to March 2008

**Technical Writer, Configuration Solutions, as a temporary employee**

February 2007 to June 2007

- Design detailed spreadsheets and checklists to ensure project completion
- Maintain on-line help and printable help for software
- Research marketing solicitations
- Previously included receptionist duties: office organization, phone support, maintaining supplies

**Technical Writer I & II, Manatron, Portage, MI**

February 1998 to April 2006

- Collaborated on standards for documentation of software programs
- Created and maintained on-line help for multiple software programs with concise instructions
- Maintained intranet as needed for company events and general information
- Worked on the Fun Committee which organized fund raising projects and employee activities

**Human Resources Assistant, Manatron, Portage, MI**

January 1995 to February 1998

- Assisted with payroll, backed up receptionist, and prepared forms and information packets
- Maintained accurate records for new, current, and terminated employees
- Verified employee medical insurance monthly reports

**File Clerk/Receptionist, Kelly Temporary Services, Kalamazoo, MI**

November 1994 to January 1995

- Completed, organized, and filed paperwork at Western Michigan University

## Education

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**Bachelor of Business Administration Degree: Office Administration**

June 1994

Davenport College of Business (now Davenport University), Kalamazoo, MI

**Associate in Science Degree: Accounting and Administrative Services**

June 1992

Davenport College of Business (now Davenport University), Kalamazoo, MI

## Skills

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- Created detailed instructions for departmental procedures
- Experienced with MS Excel, MS FrontPage, MS Word, Paint Shop Pro, Flare, and RoboHelp
- Generated CSS, HTML, PDF, and XML files
- Wrote on-line help instructions without jargon and with quick, easily identifiable information

## Other Activities

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- Previously coordinated Mission committee for church, including fund raising, planning, and administering the yearly budget