

KENDALL F. KIRBY

PHONE: (903) 467-6873

EMAIL: Kendallfaye16@yahoo.com

OBJECTIVE: Seeking a valued position as an Agricultural Education instructor at a secondary school

EDUCATION: *Tarleton State University*; Stephenville, Texas (2008-present)

- BS in Agricultural Services and Development with an emphasis in Agricultural Education

EXPERIENCE: (February 2009-present)

Tarleton State University GO Center; Stephenville, Texas

- Administered career interest assessments to secondary students
- Assisted students with conducting research and applying for scholarships
- Registered secondary students for SAT and ACT tests
- Analyzed and processed student financial aid forms
- Aided students in investigating and exploring colleges
- Facilitated students with applying and completing college applications

(January 2007-January 2008)

Office of Dr. Richie; Tempe, Arizona

- Office Assistant
- Aided in the completion of Milwaukee Brewers baseball team physicals
- Scheduled appointments while answering phones and taking messages
- Reviewed chart forms for accuracy and completion
- Obtained insurance information
- Communicated with insurance companies to receive confidential patient information
- Collected and negotiated all co-pays and balances

(February 2006 – August 2006)

Maricopa County Public Defender's Office; Mesa, Arizona

- Legal Office Aide
- Filed and organized pleadings
- Obtained discovery
- Ordered and monitored grand jury transcripts
- Fulfilled clerical duties
- Maintained and inventoried office supplies
- Answered phones

- Assisted in/out of custody clients via telephone/in person with regards to court procedures
 - Allocated mail to attorneys
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ORGANIZATIONS/
VOLUNTEER WORK:

- Tarleton State University Texan Tour volunteer (2009)
 - Milwaukee Brewer team physicals volunteer (2007)
 - President of Mesquite FFA chapter (2004-2005)
 - FFA San Tan District Vice President (2004-2005)
 - Vice President of Mesquite FFA chapter (2003-2004)
 - Paz de Cristo homeless shelter volunteer (2001-present)
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REFERENCES:

Ms. Sandy Pindell; Office Manager
Phone: (480) 751-7771

Ms. Crystal Martinez-Smith; Tarleton State University GO Center
Phone: (505) 718-9658

Ms. Dana Gavin; Private Paralegal
Phone: (480) 380-5252

Ms. Cheri Smith; Supervising Secretary
Phone: (480) 227-8889