

Kathy Coffee

I look forward to finding new challenges and opportunities to use the talents and skill I have developed in my previous work in combination with the new skills and experience I am developing in Web Development.



Contact

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<https://klcoffee.github.io/>

Skills

Analytical	Dependable	Axios	Quick Books
Organized	Creative	JavaScript	SASS
Motivated	Good Communicator	HTML5	Chrome Dev-Tools
Team Player	Microsoft Office	CSS3	Bootstrap
Punctual	React	Git (Version Control)	Terminal
Adaptable	Node.js	Express	MongoDB

Education

Commonwealth Coders, August 2021 to present

Web Development.

University of Kentucky, Lexington, Kentucky

May 1988. **Master of Library and Information Science.**

May 1986. **Bachelor of Arts in English.**

Professional Experience

Grace Fellowship Church, Stanford, KY. February 2004 to present. **Assistant Church Administrator**. Work with the pastor, other staff members and the congregation to achieve the mission of Grace Fellowship Church and facilitate the growth of the congregation. Work with a staff and congregation of diverse ages, backgrounds, and experiences to represent the goals and objectives of the organization. Use my skills and experience with Microsoft Word, Excel, Power Point and Quick Books to keep records for the organization, to create materials for ministries, to order supplies, and to keep financial accounts for the organization.

Ice Cream Stop, Eubank, KY. July 1995 to March 2002. **Assistant manager of restaurant**. Opened restaurant, took customer orders, and filled them, prepared food, organized materials for other shifts, supervised staff, received shipments and stored them, cleaned equipment, and performed other duties as needed.

Union Township Public Library, West Chester, OH. August 1988 to May 1994. **Reference Librarian**. Assisted patrons with reference and information questions, instructed in use of on-line computer catalog. Ordered materials. Coordinated reserve material requests and patron purchase requests. Replaced worn barcodes and corrected bibliographic information. Wrote a monthly article about the young adult collection for the local newspaper.