KAY MCHENRY
THEY/THEM
ADMINISTRATIVE ASSISTANT

ACADEMICS

- BS in Computer Science, Maestro College, Projected Graduation- 2029
- GED, Owensboro Community and Technical College, 2014

NOTABLE ACHIEVEMENTS

- Participant of the Duke Talent Identification Program
- Self-taught in Microsoft Office and Google Workspace
- Proven adaptability, capacity for continued learning, and flexibility in team-based and independent work environments.
- Built secure offline applications to maximize efficiency in digital workflow.

CONTACT INFORMATION

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📞 (270) 222-8047

📍 730 Pennbrooke Ave, apt 13, Owensboro, KY 42301

ABOUT ME

Aspiring software professional with 10+ years of entrepreneurial and administrative experience, currently pursuing a Bachelor's in Computer Science. Proficient in Python and data analysis, with experience in project management and workflow automation. Skilled at applying technical and creative solutions to streamline processes and deliver measurable results.

WORK EXPERIENCE

Staff Assistant
Kentucky Department of Public Advocacy
May 2025 - Present

- Handled and processed secure information
- Managed filing software and databases
- Create reports for archiving purposes
- Some graphic design, as needed
- Technical support, as needed

Customer Service Representative
MOHELA
October 2023 - February 2024

- Handled customer inquiries and secure account information
- Maintained accurate account records and effectively utilized company CRM software
- Demonstrated interpersonal communication skills in a high stress environment

Key Holder
Evansville Goodwill Indisutries, INC
June 2021 - November 2022

- Assisted customers with purchases, returns, and donations
- Managed store opening and closing procedures while effectively leading a team of up to 20 employees per shift
- Supervised inventory restock and refresh while ensuring visual merchandising standards