



## **Anita Kirksey**

*Office Manager*

### **ABOUT ANITA**

Anita is an efficient, organized, and courteous professional with a strong background in office administration. She serves as the Office Manager for Kaiser Consulting. Her administrative experience spans over 20 years.

As a highly organized multitasker, Anita successfully manages the Kaiser Consulting office operations, and she creates processes and procedures to ensure a fully equipped, safe, and healthy environment for guests and employees.

Anita facilitates new hire and human resource functions, accounts payable, accounts receivable, and payroll. She collaborates with the Directors to compile any requested information. She is also responsible for in-house and off-site events and celebrations.

Well known for her willingness to assist with and complete projects, Anita has a self-starting personality with the ability to remain composed while effectively handling multiple projects simultaneously. She is a consistent contributor toward excellence in a highly collaborative team-oriented environment.

### **INDUSTRY EXPERIENCE**

Banking, Education, Financial Services, Nonprofit