

Kathy H. Wrigley

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OBJECTIVE

Using the KFB Guiding Principles as the foundation to provide leadership to the Support Services team ensuring that all customers, internal and external, receive exceptional customer experiences.

PROFESSIONAL EXPERIENCE

KENTUCKY FARM BUREAU INSURANCE COMPANY, Louisville, KY **2018-Present**
Manager, Support Services, Human Resources & Support Services, June 2022-Present

- Responsible for Fleet Management for the Organization, consisting of over 300 vehicles
- Manage mail & shipping services for the Organization
- Manage purchasing opportunities
- Assist with events & facilities management
- Lead the team for Support Services

Administrative Assistant for Vice President, Information Technology, January 2018-June 2022

- Manage schedule and communications for V.P.
- Maintain \$23,000,000 departmental budget including invoice reconciliation and variance analysis.
- Liaison between VP, Executive Team and staff.
- Primary point of contact for IT Department while managing competing priorities.
- Assist in planning & executing of special events.
- Assist in the execution of disaster response to CATs for the Organization.

ST. MATTHEWS FIRE & RESCUE Louisville, KY **2019-Present**
Board of Trustees Member

- Oversee all aspects of the District, including assets and performance of employees, guaranteeing that tax payer dollars are being allocated in a manner that promotes the highest quality fire and emergency services for the dollars expended (i.e. procurement of equipment and maintenance of existing equipment, employee recruitment and increasing staff longevity) .
- Actively participated in the recruitment process for a new Chief. This includes being the Lead Trustee on the Hiring Committee as we created the Job Description, Recruitment Plan and Interview Process/Timeline.
- Member of the Election Committee tasked with ensuring that District elections are fair and all election rules are followed.

Administrative Care Coordinator, THE INNERIVEW, PLLC, 2007-2017

Administrative Services Manager, HURSTBOURNE BAPTIST CHURCH, 2001-2007

Office Manager, NATIONAL ENVIRONMENTAL CONTRACTING, INC. 1998-2001

EDUCATION / COMMUNITY ACTIVITIES

B.A. Business Administration & Political Science, Georgetown College, Georgetown, KY

- Member of Kappa Delta Sorority and Panhellenic Council.

Bible Study Fellowship (holding various positions of leadership)

Board Member, St. Matthews Fire Protection District (Trustee) & Harmony Place II HOA (Treasurer)