

Kim McCahan Batson, MBA

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Summary

Accomplished administrator with MBA and Paralegal Certificate with superior ability to prioritize and coordinate workflow. Over twenty-three years' support of Director, VP, and C-level executives, attorneys, clergy, governing boards, staff and volunteers in settings requiring initiative, judgment, and confidentiality. Seventeen plus years retail management running a \$2 million business. Strong record of careful preparation, consistent results, and creative problem-solving.

Profile

- * Excellent interpersonal relater – passionate about unflinching customer service.
- * Extensive experience juggling competing priorities of multiple stakeholders.
- * Outstanding record of working cooperatively with supervisors, co-workers, and committees.
- * Significant supervisory dealings with full-time and part-time employees, and volunteers.
- * Highly effective oral and written communicator – exceptional researcher, writer, editor.
- * Budget, cash and sales reconciliation/recording, scheduling, and management experience.
- * Proficient in MS Word, Publisher, Outlook; adept in Excel, PowerPoint.
- * Maintain composure under challenging circumstances.
- * Exemplary commitment to doing “whatever it takes” to get the job done right.

Professional History

PFIZER INC, Morrisville, NC

September 2015-June 2023

Administrative Lead, Pfizer (8/2016 – 6/2023) Pfizer Inc., one of the world's largest pharmaceutical companies. For VP and Director-level colleagues: maintained calendar, handled travel logistics, filed expense reports. For BioMedicine Design Unit: Coordinated agendas, meeting and room scheduling, candidate interviews, onboarding, event planning and logistics, information sharing, special projects and provided general administrative support. Established and maintained MS Teams folders. Co-chair of Veterans in Pfizer Colleague Resource Group (CRG). Member of additional CRGs dedicated to diversity, equity, and inclusion for Black, Asian, and LGBTQIA colleagues.

Executive Assistant to the CEO, Bamboo (9/2015 – 7/2016) Provided administrative support to CEO and other C-level executives at a gene therapy company developing treatments to cure devastating rare neurological genetic diseases. Maintained calendar for calls/teleconferences (across world-wide time zones), meetings, and speaking engagements. Arranged domestic and international travel. Under supervision, revised/proofed/assisted preparation of term sheets/CDAs/other agreements, business development, and financing/legal documents; minute book; presentations, etc. Screened, routed, organized, prioritized, and coordinated workflow for a high volume of incoming and outgoing communications and documents. Managed equipment, supplies, and office maintenance. Updated website. Established AP procedures, maintained records, and paid bills (checks/wire transfers). Was Independent Contractor 9/2015-12/2015; employee 1/2016-7/2016 until Pfizer acquisition.

LIFE SCIENCES LAW, Chapel Hill, NC

April 2010-August 2015

Executive Assistant to Managing Member Provided paralegal and administrative services at a boutique firm specializing in transactional legal services and start-up support for biotechnology and pharmaceutical companies. Maintained calendar; organized travel. Under attorney supervision, revised, proofed, prepared legal documents, formation paperwork for LLCs and corporations, corporate annual reports, client and investor presentations, etc. Moved with Managing Member (she closed law firm) to Bamboo, where she was CEO/Co-Founder.

AMITY UNITED METHODIST CHURCH, Chapel Hill, NC

January 2008-April 2010

Secretary (part-time) Assisted Pastor and lay leadership in revitalizing a declining congregation through redesigned communication systems and office procedures. Consistently garnered free publicity, developed website from scratch, negotiated favorable contract terms for new copier that increased productivity and quality while lowering costs. Attendance and financial pledges nearly doubled. Responsibilities included authoring bulletins, newsletters, emails, newspaper ads/press releases, board minutes, calendar, and other written communications; coordinating vehicle & room use, special events; overseeing facilities repair and maintenance; recordkeeping (attendance, membership, annual reports, and visitors).

THE FIRM OF AMERICA/LANDIST SOCIETY, Chapel Hill, NC

October 2007-May 2009

Administrative Assistant (part-time) Assisted owner with regulatory compliance, correspondence, lease evaluations and negotiations, supply ordering, performance tracking. Launched two community and real estate newsletters: researched, interviewed for, authored original articles; formatted layout; solicited ads; marketed; printed, distributed.

ST. JOHN'S EPISCOPAL CHURCH, Wilmington, NC

June 2000-October 2007

Parish Administrator/Secretary Created protocols, systems, checklists, and forms to facilitate smooth office operation and parishioner care. Similar duties as Amity UMC.

ECKERD DRUG COMPANY, Wilmington, NC

September 1983-June 2000

Store Manager (10/1987 – 5/1989, 2/1990 – 6/2000) Oversaw all areas of store operations: customer service; vendor supervision and coordination; audit compliance; fiscal planning; sales growth; stocking; merchandising; pricing; ordering; inventory; expense control; petty cash; accounts payable; office and cash management; sales reporting; hiring, training, evaluating, scheduling, and supervising personnel. Worked cooperatively with pharmacist.

District Manager (5/1989 – 2/1990) Supervised personnel and operation of 14 stores in Raleigh/Durham, NC. Position eliminated due to company restructure.

Assistant Manager (12/1983 – 10/1987) Trainee in Asheville, NC (9/1983 – 12/1983)

Education

PARALEGAL PROGRAM, MEREDITH COLLEGE, Raleigh, NC

Paralegal Certificate, May 2010. An ABA-approved and North Carolina State Bar Qualified Post-Baccalaureate Certificate Program. Course work in legal research, Westlaw, Bluebook, Shepardizing, briefs, legal survey, law office mgt. 4.0 GPA.

UNIVERSITY OF NORTH CAROLINA-WILMINGTON, Wilmington, NC

Master of Business Administration, August 1987

Attended class part-time January 1984 through August 1987 while working 50+ hours/week.

WESTERN CAROLINA UNIVERSITY, Cullowhee, NC, A/B Average

MBA Candidate, August 1982 through December 1983. Worked full-time and part-time.

FURMAN UNIVERSITY, Greenville, SC

Bachelor of Arts, Business Communications, May 1980

Cum Laude/3.25 GPA. Foreign study in U.S.S.R & Scandinavia.

Community

Faith Connections on Mental Illness (2010-Present): Board of Directors Member (6/22-Present); Chair (6/2023-Present); NAMIWalks Team Captain; Webmaster/Communications Committee Co-Chair (2/2010-Present). **St. Paul AME** (8/2012-Present): Friends of St. Paul Webmaster; Create special publications for Annual 5K Fundraiser.