

Virginia G. Pierce-Kelly

3576 Heritage Estates
Stonecrest, Georgia 30038
viriniagpiercekelly@gmail.com
(404) 216-0680

Experienced leader with expertise in all facets of administrative support, marketing, team management, and community outreach. Skilled in collaborating with all members of the organization to promote education and overall wellness to the general public. Instrumental in launching several human services programs and events while utilizing office administrative skills to improve productivity and efficiency within teams. Technical proficiency in computers and Internet interfaces.

- Interpersonal Communication
- Administrative Support
- Marketing
- Community Outreach
- Project Management
- Research
- Customer Service
- Client Retention
- Team Leadership
- Document Control
- Training/Development
- Staff Supervision

EXPERIENCE

Butterfly Journey Human Services, LLC, Stonecrest, GA 2018 – Present

- Promoting Telehealth and Telehealth for affordable and quality healthcare
- Social Media Ministry from a Biblical consulting perspective to encourage human wellness
- Focusing on serving and assisting humans who are widows, homeless, orphans, single parents and elderly
- Researching human services topics of marriage, family, and community interests
- Encourage creative ways of living a healthy lifestyle through safe fitness and good nutrition
- Conduct guest interviews, video production, and director of The Tongue Life Show

Butterfly Journey Ministries, Gainesville, GA; Coram, NY; Orange Park, FL 1998 – 2018

Director of Operations

- Launching highly successful youth reading enrichment programs for ages 8-15 years
- Created lesson plans and provided basic computer training for adults and seniors to promote employment
- Formulating original newsletter and coordinating book signing events for bookstores
- Leading teams for special programs at The Boys and Girls Club
- Successfully marketing programs and events by designing fliers and invitations, promoting community seminars, and developing company website on Tripod

Department of Labor, Norcross, GA 2008

DOL Services Assistant

- Led team by organizing staff training, meetings, and schedules
- Maximizing profitability by preparing bi-weekly claimants handbooks inventory and reports for management
- Increased efficiency by educating customers on basic computer tools for filing unemployment claims

Georgia Campaign for Adolescent Pregnancy Prevention, Gainesville, GA 2004

Community Organizer

- Supported Director with program document creation and collaboration for new community programs
- Educated young adults with knowledge attained from American Red Cross HIV/AIDS prevention training
- Promoted human service outreach by supervising various reading programs
- Led teams for College & Career Day events and promoted non-profit, community, and college participation
- Successfully marketed events and programs with desktop publishing, document creation, and event planning skills

Georgia Library Systems, Dawsonville and Gainesville, GA

2003

Circulation Specialist and Library Assistant

- Optimized efficiency by managing documentation and quality of damaged and missing items and assisting Branch Manager with agenda creation, meeting organization, staff training, applicant screening, and interviewing
- Led team by participating in new manual creation for employee training
- Encouraged workplace knowledge by educating patrons on computer usage and electronic card catalog applications

EDUCATION

Certificate in Food, Nutrition, and Health, Allegra Learning Solutions, LLC, University of North Georgia

Certificate of Completion, Achieving Success with Difficult People, University of North Georgia

Master of Arts, Human Services Counseling: Health and Wellness, Liberty University Online, Lynchburg, VA

Bachelor of Science, Human Resources Management and Business Administration, Brenau University, Gainesville, GA

Associate of Arts, Psychology, University of North Georgia, Gainesville, GA

Associate of Arts, Business Administration, University of North Georgia, Gainesville, GA

AWARDS AND ACKNOWLEDGEMENTS

Author and Writer, Online and Paper Books
Self-published and Xulon Press

Boy Scouts of America, Jacksonville, FL
Volunteer with Cub Scout Recruitment

Consulate Health Care of Orange Park, Orange Park, FL
Friendly Visitor

United Way, Gainesville, GA
Customer Relations and Marketing

Volunteer Services, Gainesville, GA
Administrative Assistant and Customer Relations