

AREAS OF EXPERTISE

- Business Administration

EDUCATION

Bachelor of Science, Business Management, Franklin Pierce College, NH, 1993

Currently pursuing Masters Business Administration, New Hampshire College, NH

PROFESSIONAL HISTORY

Aries Engineering, Inc.

Clayton Environmental, Inc.

Pinkerton, Inc.

REPRESENTATIVE EXPERIENCE

Kathleen Doyle has over twenty years experience as an Office Administrator. Prior to her employment at Aries Engineering, Inc. (Aries), Ms. Doyle was employed at Clayton Environmental Consultants in California and served as an Office Manager to a sizable engineering department. Her professional experience includes:

- Control of bookkeeping functions including accounts receivable, accounts payable, invoicing, general ledger, collections and payroll;
- Performing analysis of company financial operations;
- Responsible for implementing and maintaining personnel procedures and company benefits; employee personnel records; and responsible for recruitment and training of new employees;
- Creating and processing company related advertisement/marketing material;
- Organizes company activities;
- Coordinating typing of reports, letters, etc.; and
- Supervising and training support staff.