TEAMWORK: Kim is highly efficient, knows the policies and procedures required and constantly learns new policies and requirements. She maintains the entire office updated with all essential information and engages with everyone in the office on a daily basis, even if its just to give a warm salutation.

ORGANIZATIONAL ABILITY: Kim is persistent, focused and driven in tackling any task at hand. She consistently succeeds in making sure she gets the work done as quickly and efficiently as possible. She also assists others in the office with making sure that they are organized as well.

DEDICATION: Kim is dedicated not only to the work but also to the people that are in the office. She is a real CDU person, always demonstrating her dedication to the university. She is efficient with her follow-through and makes certain attention to detail is followed.

RESPONSIVENESS: Kim is not only dedicated, but she always makes herself available to those that need her assistance. When a request comes in, she works hard to make sure that an email or a voicemail is returned in a timely fashion.

COMMUNICATION: Kim’s communication skills are uncanny, to the point she makes sure everyone communicates with others in the same matter. She is honest and direct, but uses humor as well. Her being able to do so helps make her more approachable and therefore effective.