



Office of the City Manager, Kenny Smith
One Griffin Center | 100 S. Hill Street-P.O. Box T | Griffin, GA 30224
P 770.229.6408 F 678.692.6403 W cityofgriffin.com

NOMINATION FOR APPOINTMENT TO

Griffin / Spalding Development Authority

(Name of Committee / Board / Commission / Authority)

Date: 1/5/2017

Name: Kimberly J. Mathews

Address: 233 Timberwolf Trl.

City / State / Zip Griffin, GA 30224

Telephone: Home 678.692.8202 Work 6

Cell 678.603.7278

Occupation: Laid off back in November

Business Address: _____

Education / Experience / Background :

B.S. Criminal Justice / AA Paralegal Studies

Other Committees, Boards, Authorities, etc. presently serving on:

Other pertinent information:

Currently enrolled in the Griffin-Spalding Leadership Class of 2017

Nominee / Nominator Signature

Kimberly J. Mathews

Growing, **TOGETHER**

KIMBERLY J. MATHEWS

233 Timber Wolf Trl. Griffin, GA 30224 | 678.603.7278 | kjmathews712@gmail.com

Career Profile

10 + Years of diversified experience of broad-based management advisory experience, combining administrative skills in challenging, multitasking environments. Excel in focusing the efforts of diverse groups to work toward common goals. Precise, detail-oriented employee with proven skill in managing large volume of information and facilitating multiple tasks in deadline-driven environment. Sound judgment and decision-making skills. Develop and manage customer relations to maximize service satisfaction, promote goodwill and generate repeat/referral business that contributes to sales growth. Monitor and timely resolve any service issues including providing corrective action plans to client to reaffirm our dedication to our relationship and services provided.

Skills & Abilities

MANAGEMENT

- Projects confidence and takes significant steps when required to achieve objectives
- Monitor the quality of services provided; identify ways to improve production or increase quality of work and develop performance standards
- Continually partners with existing customers in order to fully understand their businesses, goals, strategies and challenges in order to help the clients and the organization succeed

COMMUNICATION

- Research and provide detailed analysis and/ or action plans on major projects, including implementing full scale plans that involve analysis of objectives, audiences, available resources, obtainable resources and costs and benefits to organization.
- Prepare presentations for management and clients to outline successes, impediments, requests for change in procedures (providing favorable outcome if change implemented); identify areas of improvements to include ETA of completion.

EMPLOYMENT DEVELOPMENT/ TRAINING

- Trained and mentored staff through series of changes from manual to automated systems, engaging in one-on-one trainings to ease transition
- Conducted time studies to ensure that reasonable and obtainable goals were set and were achievable for staff members
- Conducted internal trainings, which consisted of formal instruction sessions and interactive workshops, including team building, assertiveness training and listening skills
- Continually monitored staff activities, identifying and analyzing key financial data and performance indicators, demonstrating strong understanding of organizational missions and capabilities

Experience

GEORGIA FORECLOSURE SUPERVISOR | ALDRIDGE PITE, LLC | 08/2012 – 11/2016

Bank of America Team Lead-promoted 10/2012 / Bank of America Team Supervisor-promoted 12/2012 / Wells Fargo Direct Source Supervisor-promoted 9/2013

- Kept efficiency levels high and produced consistently top results earning recognitions for exemplary performance with our clients:
 - Finished regularly in the top 3 out of 7 statewide rankings for Georgia firms in timely completions of client milestones
 - Ensures the overall success and growth of my assigned portfolios by deepening relationships of existing customers and through the acquisition of new customers
- Continually partners with existing customers in order to fully understand their businesses, goals, strategies and challenges in order to help the clients and the organization succeed financially
- Plan each day's assignments, modifying plans based on changing priorities, availability of employees and monitoring the overall work process to ensure work is completed efficiently and timely
- Establish respect and trust amongst my team, conducting monthly team meetings, quarterly one on one with my team members to identify areas of improvement for each individual and for myself

FORECLOSURE SUPERVISOR | MCCURDY & CANDLER, LLC | 10/2007 – 08/2012

PARALEGL/ LEGAL ASSISTANT | KESSLER & SOLOMIANY, P.C. | 12/2006 – 09/2007

LEGAL ASSISTANT | JACQUELINE F. LUTHER, ESQ | 05/2006 – 12/2006

Education

ASSOCIATE DEGREE | JUNE 2006 | BROWN MACKIE COLLEGE

- Major: Paralegal Studies
- High Honor Graduate

BACHELOR'S DEGREE | DECEMBER 1999 | VALDOSTA STATE UNIVERSITY

- Major: Criminal Justice

Technology Proficiencies

Strong knowledge of Microsoft Word, OneNote, Excel, PowerPoint, Outlook, ADP, People Soft, QuickBooks, Multi-line phone systems, Scheduling meeting, Arranging travel

Community Involvement

Griffin-Spalding County Leadership Training

Griffin – Spalding Chamber of Commerce / Archway Partnership -The University of Georgia / J.W. Fanning Institute for Leadership Development

One Village One Sound Non-profit Organization, Griffin, GA

Active Member

Georgia Center for Non-Profits

General Membership

Dear Sir/Madam:

I am writing in regards to Kimberly J. Mathews. I worked closely with Kimberly for several years in my capacity as a department manager at Aldridge Connors nka Aldridge Pite Law Firm. During my tenure, Kimberly served as a Team Lead and was ultimately promoted to Supervisor due to her outstanding performance, work ethic, and leadership capabilities. In her leadership positions, Kimberly pushed her team to perform at a higher level, resulting in improved client scorecards and increased financial gain for the firm. Kimberly's style of leadership is both sincere and effective. She is organized and communicates well with her staff as well as other company leaders.

I managed over 80 employees during my tenure with the law firm and, by far, Kimberly is one of my most memorable and valued personnel. Please feel free to contact me directly should you have any questions.

Sincerely,

Demetrice Alston

864-318-7976

dyalston@gmail.com