

# Colette Kingston

Kansas City, MO 64157

[colette.kingston@gmail.com](mailto:colette.kingston@gmail.com)

816-309-4469

## Work Experience

---

### **Program Manager**

First Hand Foundation - Kansas City, MO

November 2016 to August 2020

Managed all internal events: Securing rooms or spaces; work with Properties to ensure tables are set; working with partners on catering; ensuring all materials are available and either work the event myself or ensure volunteers are available to cover.

- Registration lead for our major events: Oversee event registration; work the day of the event to ensure everyone gets checked in quickly and all things run smoothly.
- Handle all elements of the Board Book for the bi-annual meeting of the Board of Directors: Sending information to internal team for review/updating; coordinating management review; creating presentation, etc. Also work to ensure meeting room is set and catering is ordered.
- Coordinate Sabbatical associates who spend part of their sabbatical volunteering for First Hand: Send emails to determine their skill set and set their volunteer time according to their selection; send calendar invites, coordinate training calls and first day meet and greet; send follow-up email and hand off "thank you" gift.

### **Executive Assistant**

Cerner Corporation - Kansas City, MO

September 2000 to November 2016

Supported the Executive Vice President and CFO, Senior Vice President and Chief Legal Officer, Vice President and Chief Information Officer, Senior Vice President Technical Architecture, Chief People Officer and other Senior Vice Presidents.

- Managed multiple executive inboxes, responded to emails when necessary. Includes handling all confidential matters.
- Coordinated travel details, including global travel. Processed weekly time and travel expenses, reconciled expenses monthly. Approved time and expenses for senior leadership's direct reports.
- Coordinated meeting calendars, often with other high level executives.
- Assisted with the annual Health Conference and Health Leadership Conference,

Corporate Townhall, Client and IP Townhalls. Drove presentations and back-stage show.

- Coordinated quarterly executive 2-day forecast meeting: Includes agenda, invitations, rules of the road, catering, and being present at meeting to run presentations.
- Coordinated all materials and logistics for Board of Directors.

## Education

---

## **Some college**

### Skills

---

- Catering
- Cerner
- Events Management
- Personal Assistant Experience
- Project / Program Management
- Project Planning
- Project Management

### Links

---

<http://www.linkedin.com/in/colette-kingston>