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**CREDENTIALS**

- *Certified Professional Secretary – 1996*

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**PROFESSIONAL EXPERIENCE**

- *2013-Present: ALL4 LLC., Kimberton, PA – Operations Lead*
- *2003-2012: The Hankin Group, Exton, PA – Property Manager*
- *1997-2011: Mack-Cali Inc., Berwyn, PA – Property Manager*
- *1990-1997: Roy F. Weston, Inc. West Chester, PA – Dept. Secretary (Air Quality)*

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**TECHNICAL EXPERTISE**

- *Program Administration (BigTime, CRM Dynamics and Deltek)*
- *Invoicing, AP/AR*
- *Financial and Project Reporting*
- *Training*
- *Building Management*
- *File Organization*

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**PROFESSIONAL OVERVIEW**

*Ms. Kirk started her career as an Administrative Assistant and then worked as a Property Manager in both commercial and residential properties. She joined ALL4 in May of 2013 as a member of their Operations team. She has responsibilities which span several areas of our Operations Department. Her main roles are as follows: Program Administration, Invoicing, Job Setup, Reporting, Training, Accounts Receivable/Accounts Payable & Overseeing our Kimberton office building. She also assists the Technical Staff in their production of client deliverables.*