

## KIMBERLY ROSCOE



### Business Office Manager

Events Planner

Gala Chairperson

After School Program

Craft Teacher



I have an extensive background in managing small businesses. I have worked in the food service industry with my family for most of my career. During this time, I gained expertise in customer service, food service handling, bookkeeping and human resources.

In pursuit of a different career focus, I was hired as a technology and data resource specialist for the McCormick Center at National Louis University. Here I found my passion for working with professionals in the field of early care and education.

I joined the AGBMS team in August 2012. I am constantly working on managing daily administrative duties, which include maintaining student files and databases. My previous job experiences allow me to be able to gauge urgent requests and prioritize accordingly to meet deadlines. A typical day for me is handling the financial logistics of the school using QuickBooks, spreadsheets, and other resources to provide quick and efficient information for the Executive Director and the Board of Directors along with detailed tuition/fee information and billing for the school.

If a parent needs a question answered, I am usually the first one to answer their question. In addition, I enjoy being in a child friendly environment where I have, the opportunity to interact with children.

When I am not working at the school I enjoy spending time with my cat and dog. Additionally, I work tirelessly in my yard and gardens and occasionally take a break to enjoy the company of my friends and family. This year, I discovered the art of dance! I spend countless hours exercising and dancing. My favorite genre is Rockabilly!