

KACEY BUNTING

EXPERIENCE

JANUARY 2017 – OCTOBER 2021

EVANGELISM COORDINATOR, FIRST PRESBYTERIAN CHURCH

- Connect and follow up with visitors and attendees
- Help attendees engage in ministry opportunities, classes, events, and other church activities
- Develop strategies for increasing first-time guests, engaging visitors and retaining existing members
- Develop and work with Connection Teams to assist with ongoing engagement of attendee

MARCH 2011 – MAY 2017

CATASTROPHIC LOSS RECORDS COORDINATOR, WILLCOX & SAVAGE, P. C.

- Assisted paralegals and attorneys with preparing materials for depositions, mediations, and trials
- Updated and organized clients' case files

LAW LIBRARIAN ASSISTANT, WILLCOX & SAVAGE, P. C.

- Conducted research and assisted library patrons with finding relevant materials
- Processed incoming library materials
- Managed serials database and periodical records
- Filed supplements and shelve books

SEPTEMBER 2002 – MAY 2005

ADMINISTRATIVE ASSISTANT, WILLCOX & SAVAGE, P. C.

- Answered phones and attended to reception desk
- Assisted attorneys, paralegals, and office staff with documents, client files, and trial preparation

OCTOBER 1998 – AUGUST 2002

CUSTOMER REPRESENTATIVE, THE COPY SHOP

- Answered phones and responded to customer needs
- Coordinated and completed print jobs
- Organized customer files
- Operated cash register, fax, and copy machines

EDUCATION

AUGUST 2019 TO PRESENT

**MASTER'S OF EDUCATION IN CLINICAL MENTAL HEALTH COUNSELING,
OLD DOMINION UNIVERSITY**

AUGUST 2001 TO MAY 2010

BACHELOR OF SCIENCE IN POLITICAL SCIENCE, MINOR IN EAST ASIAN STUDIES

OLD DOMINION UNIVERSITY

ACTIVITIES

JANUARY 2016 – AUGUST 2018

VOLUNTEER LEADER, CELEBRATE RECOVERY, FIRST PRESBYTERIAN CHURCH

- Lead small group discussion
- Supported others in their road to recovery as an accountability partner and as a sponsor
- Assisted in setting up and breaking down for weekly meetings
- Assisted in teaching the weekly lesson in open session

OCTOBER 2016 – APRIL 2017

REFUGEE RESETTLEMENT, FIRST PRESBYTERIAN CHURCH

- Participated in the bi-weekly planning meetings
- Coordinated a refugee informational forum and pastoral staff luncheon
- Participated in activities to support refugees in the Hampton Roads area
- Helped build partnerships with community stakeholders

SKILLS

Technical: Microsoft Office, Adobe Acrobat

Interests: Reading, writing, drawing, painting