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Services, Inc.**

Inspection ** Testing ** Design



Years with RCS: 4

With Other Firms: 35

Education:

Averett University

Our Services:

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Warranty Claims Assistance
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Glen Allen, VA 23060
Tel: 804-515-0885
Fax: 804-515-0890**

KIMBERLY S. WEST, BBA, PHR, SHRM-CP

Corporate Secretary / Director of Human Resources

Kimberly West has over thirty-nine (39) years of experience in office administration as an assistant, data systems administrator, project manager, information systems administrator and human resources administrator. She has led a national workgroup for Department of Health and Human Services (DHHS) Centers for Medicare & Medicaid Services (CMS) to deploy a new review system which enabled the collection of quality care and case review information for the Medicare population.

Ms. West is responsible for the Human Resources and Accounts Payable/Receivable Departments for the company. She oversees the day-to-day operations of personnel and serves as a mediator between managers and staff. She also ensures all required documentation is filed and submitted appropriately. Ms. West is the point of contact for all vendor and/or customer relationships for Accounts Payable/Receivable. She has over fifteen (15) years of experience in the use of Accounting Software to include QuickBooks.

Ms. West comes to us with a Bachelor's of Business Administration (BBA) degree from Averett University. She has earned her Professional in Human Resources (PHR) certification from the Human Resources Institute (HRCI) and her Society of Human Resources (SHRM) Certified Professional (CP) certification from SHRM.

Relevant Project Experience:

- Centers for Medicare & Medicaid Services (CMS) Software Reporting Design and Implementation
- Training and Presentation Seminars in Human Resources
- Virginia Health Quality Center (VHQC) Affirmative Action Plan Design and Implementation
- Equal Employment Opportunity (EEO) Experience
- Policies and Procedures Implementation
- Workers' Compensation Claims and Hearings
- Unemployment Filings and Hearings

Certifications / Training:

- Professional in Human Resources (PHR)
- Society for Human Resources Management – Certified Professional (SHRM-CP)

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