



KIM CURTIS

SENIOR CERTIFICATION COORDINATOR • PTI

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Background:

With more than 25 years of experience in operations and customer service, Kimberley has held diverse roles across several industries including retail, event planning/services, temporary staffing, automotive warranties, and automotive property and casualty.

Her Role at AOE:

Within AOE, Kimberley's role encompasses a variety of tasks aimed at ensuring efficient operations. Her responsibilities include scheduling, coordinating, packing, and shipping for special requests and certification weeks, processing exams, online renewal exams, and work affidavits, as well as handling filing, processing, and communication related to the plant certification program.

Her Skills Include:

- Operation Management
- Customer Service
- Logistics
- Administrative Skills
- Event Planning
- Problem-Solving Skills
- Adaptability

Education and Designations:

- Customer Service Certification – American Society of Employers