



Kaye Ford, AG®  
765-400-6931 | [kaye@hchc.me](mailto:kaye@hchc.me)  
[www.linkedin.com/in/kaye-ford-ag](http://www.linkedin.com/in/kaye-ford-ag)

## Education

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**Bachelor of Science in Professional Studies (GPA 3.865)** 20 July 2022  
*Brigham Young University-Idaho* Rexburg, ID  
Emphases: Family History Research, Advanced Family History Research, Entrepreneurship

- Define research problems
- Develop research plans
- Gather information
- Analyze and correlate evidence
- Write sound conclusions
- Use recognized professional standards

**Pathway Connect Certificate** July 2019  
*Brigham Young University-Idaho* Rexburg, ID

- Personal financial management
- Decision-making strategies
- Collaboration as a team to solve problems
- Time management
- Professional communication
- Faith-based curriculum

## Experience

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**Executive Director** December 2013-Present  
Henry County Historical Society & Museum New Castle, IN

- Communicate with Board of Trustees, patrons, vendors, and public about museum collection
- Awarded seven grants for museum sustainability and preservation
- Developed online searchable database of family surnames, resulting in assisting patrons with research of approximately 100,000 ancestral names
- Designed interactive website for community to learn more about museum, purchase items through gift shop, and view quarterly newsletter
- Train all new volunteers about accessioning new items into collection and giving guided tours

**Certified Medical Transcriptionist** June 1994-Dec 2013  
Henry Community Health New Castle, IN

- Generated 20-40 medicolegal documents daily by transcribing physicians' dictation
- Implemented electronic medical records database of approximately 200,000 patient charts
- Assisted ancillary healthcare coworkers with efficiency of documentation for patient care

## Skill Set

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- Accredited Genealogist, June 2024
- Demonstrates integrity and ethical behavior
- Uses sound reasoning to analyze issues, make decisions, and overcome problems
- Excellent grammar, spelling, and punctuation, proofreader/editor
- Adapts quickly and effectively to new and emerging technologies