

KAYE FORD, AG[®]

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Education

Bachelor of Science in Professional Studies July 2022
Brigham Young University-Idaho Rexburg, Idaho
Emphases: Family History Research, Advanced Family History Research, Entrepreneurship

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

Credentials

Accredited Genealogist[®] designation June 2024
International Commission for Accreditation of Professional Genealogists (ICAPGenSM)

- Four-Generation Research Report
- Document Interpretation
- Written Exam
- Four-Hour Research Project
- Oral Interview

Experience

Executive Director December 2017-Present
Henry County Historical Society & Museum New Castle, Indiana

- Communicate with Board of Trustees, patrons, vendors, and public about museum collection
- Write grants for museum sustainability and preservation efforts
- Development of online searchable family surname database to assist patrons, includes approximately 100,000 ancestral names
- Design and maintain interactive website for community to learn more about the museum, promote events, purchase items through gift shop, and view quarterly newsletter
- Create quarterly newsletter, including layout, content, and marketing

Certified Medical Transcriptionist June 1994-Dec 2017
Henry Community Health New Castle, Indiana

- 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

Skills

- Demonstrate integrity and ethical behavior
- Use sound reasoning to analyze issues, make decisions, and overcome problems
- Excellent grammar, spelling, and punctuation, proofreader/editor
- Adapt quickly and effectively to new and emerging technologies