**Kenneth W. Farris**

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**Career Objective:**

With a passion for trading the path laid by God, I would like to offer my services in the name of Almighty by obtaining a job position as a Church Administrator with "United Methodist Church."

**Summary of Skills:**

* Excellent organizational, supervisory, and computer skills
* Complete knowledge of all religious functions and rituals carried out by churches
* Extraordinary fluency in written and verbal English
* bility to evaluate and modify church's working methods and procedures
* Basic accounting and general maintenance skills
* Skilled in interacting with church members and organizing community programs

**Work Experience:**

Church Administrator

All-Faith Church, New Orleans, LA

October 2014 - Present

* Handling daily operations of the church as per its policies and directives
* Assisting pastor with public communications and holding religious programs
* Working closely with accountant and treasure for preparing financial reports and managing finance
* Drafting, printing, and circulating church newsletters among members
* Collecting donations from members for maintenance of church
* Holding outreach programs and helping poor families by providing food, shelter, and medicines

Church Administrator

Christ Church, New Orleans, LA

July 2013 - September 2014

* Maintained details of church members and donation made by them
* Coordinated minor and major maintenance and repairs of the church
* Drafted speech for pastor and updated church website and bulletins
* Evaluated performance of church staff and recommended their appraisals
* Encouraged neighborhood youths to take initiative and contribute in welfare events
* Drafted and prepared church certificate for marriage and baptism

**Education:**

* High School Diploma  
  St. Jude School, New Orleans, LA  
  2012

**Reference:**

On request.