

Kim Kissel

Owner, Out of Office, Inc.

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15 people have recommended Kim

"Kim is the most organized person I know. She is a tremendous planner and is able to anticipate what needs to be done and goes about accomplishing it without a need for direction or supervision. She also has the most incredible computer skills I've ever seen! I would recommend Kim to anyone who needs support!"

— **Lisa Heneghan**, *Vice President Human Resources, Books Are Fun - A Reader's Digest Company*, was with another company when working with Kim at Out of Office, Inc.

"Kim is the consummate professional. She has excellent project management skills and anticipates the needs of her internal customers. She is courteous, kind and a joy to work with. She works well under pressure and is able to make sound business decisions."

— **Jacinta Moore**, *Financial Analyst, Aftermarket Technology Corp*, worked directly with Kim at Out of Office, Inc.

"Kim is highly professional and works well with many different types of people. She is organized, efficient, and adds value through her foresight gained by years of experience assisting CEO's of large organizations. She completes tasks in a timely manner, and produces consistent results without excuses. She is an outstanding assistant."

— **Susan Borgstrom**, was Kim's client

"Kim is a polished, organized and service-oriented professional who also happens to be a pleasure to know as a person. She is dedicated to providing excellent service and this shows in her ability to manage people, processes and time and in a way that makes you wonder how you ever got along without her!"

— **Theresa Damato**, *VP Marketing and Communications, T-Systems North America, Inc.*, worked with Kim at Out of Office, Inc.

"I worked with Kim at my prior employer and afterwards when Kim started Virtual Assistant. She is an absolutely marvelous, efficient, intelligent, detail-oriented person that will enhance any organization. Kim starts by bringing an always positive upbeat personality to a situation and enhances the experience by delivering the goods over and over again. Kim has perceptive qualities

that allows her to adapt to any situation because of her empathetic viewpoint. I can't say enough great things about Kim!"

— **Kurt Thaus**, *SVP, Technology Management, T-Systems North America*, managed Kim indirectly at Out of Office, Inc.

"Kim is an incredibly gifted master of organization and administration! She has amazing executive presence and integrity and I recommend her highly."

— **Deb Knupp**, *Managing Partner, Akina*, was with another company when working with Kim at Out of Office, Inc.

"Kim has always been efficient, quick to respond and extremely helpful."

— **Debbie Goodson**, *Benefits Manager, The Economist Group*, was with another company when working with Kim at Out of Office, Inc.

"Kim is extremely detail-oriented and she gets the job done right! I knew that I didn't have to worry about double-checking assignments because she was very thorough. I was also very pleased at Kim's interaction with my clients. She was extremely professional and most clients never even knew that Kim was not physically located within my office. When it comes time for me to hire a Virtual Assistant again, Kim is my only choice!"

— **Kayla Meleshenko**, was Kim's client

"Kim professionalism is apparent in every aspect of her services and deliverables. She is extremely skilled at managing a wide range of people and situations. Kim is quick thinking, responsible and works well under stressful situations. She is an asset to any team."

— **Marianne Stanke**, *VP Product Marketing and Product Development, T-Systems*, worked directly with Kim at Out of Office, Inc.

"Kim is very detail oriented and very customer focused. She is very dedicated and diligent in completing her responsibilities. I would recommend Kim to others."

— **Dennis Nowotarski**, *Director Internal Financial Consulting, Aftermarket Technology Corp*, was with another company when working with Kim at Out of Office, Inc.

"Kim, is a pleasure to work with, and always is prepared and through. I know she is a great service provider with added value."

— **Graham Bayly**, *Partner, Lockton Companies*, worked directly with Kim at Out of Office, Inc.

"Kim is the best senior executive admin in the business. responsive, efficient, smart, PC knowledgeable, great interpersonal skills with Board Members and Senior Execs. What more can be said."

— **Andrew Borgstrom**, *CEO of US and Chairman of Canada, T-Systems*, managed Kim at Out of Office, Inc.

"Kim was a great team member. She helped to keep us all on track while at the same time projecting a very cheerful and positive attitude. I would highly recommend her to anyone."

— **Barry Kohn**, *Chief Financial Officer, Aftermarket Technology Corp*, managed Kim indirectly at Out of Office, Inc.

"Kim is a highly qualified Executive Assistant, she is very detail oriented, with excellent skills, understands the business environment and the demands of top executives, she is a true professional. She has the ability to work with all levels in the organization but excels at the C level. She is a multi tasker with high integrity who gains the respect of others."

— **Annelle Paschal**, *Manager Employment Practices and Diversity, Ball Corporation*, worked with Kim at Out of Office, Inc.

"Kim is an excellent Exec Admin. She is organized, thorough and proactive. We counted on her to organize and execute many complex meetings and projects. I highly recommend her in this capacity."

— **Ray Shealy**, *Senior Vice President, T-Systems North America, Inc.*, managed Kim indirectly at Out of Office, Inc.

[Contact Kim on LinkedIn](#)