



## Kim Stanton

There are a certain number of conveniences people come to enjoy, expect and sometimes take for granted in an office. One of those conveniences is that the mail disappears from the outgoing bin and arrives to its destination on time.

At the American Hereford Association (AHA) Kim Stanton ensures that convenience. Kim, a Kansas City native, has served as the AHA mailroom manager for the past seven years. She works in the mailroom about four hours each day

making sure all outgoing mail is sent in a timely manner and incoming mail is delivered correctly.

Kim handles bulk mailings for Hereford Publications Inc. (HPI) such as *Hereford World* and sale catalogs. When AHA staff members need to send promotional materials, catalogs or information packets, Kim prepares the packages for shipment and verifies that the boxes are picked up by the right shipping service.

Kim is also trained to do data entry. Since being hired in 1987, she has processed registrations and transfers, and has proofread documents. Now when she is not in the mailroom, she inputs data for new memberships, transfers and registrations. She is also responsible for delivering daily bank deposits.

Outside the AHA office, Kim enjoys being creative and is an active church member. She likes doing arts and crafts and has assembled flower bouquets for friends' weddings. She enjoys writing poems and even had one recognized by the International Library of Poetry.

At church she works in the nursery once a month, helps children learn verses in the Awana program and often helps as a door greeter. **HW**