

# Laura Foley

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## QUALIFICATIONS SUMMARY

*Experienced public health professional offering quality administrative and programmatic leadership and support with proven reliability and a heart for service.*

- Selected and served as a presenter during the 2021 Kentucky Public Health Association (KPHA) Annual Conference with an original session on the topic of *Revitalizing Public Health Administration* and again in 2023 on the topic of *Music as Public Health*.
- Appointed co-chair of the state-wide KPHA Advocacy Committee.
- Appointed to represent Kentucky as the voting state representative to the governing council of the American Public Health Association.
- Serve as administrator of the state-wide forum for administrative professionals for the Kentucky Health Department Association (KHDA).
- Received the CARES award at the Lexington-Fayette County Health Department (LFCHD). The winner is selected by a committee of employees and recognizes the employee who best demonstrates the department values of Caring, Accountability, Respect, Equity, and Service (CARES).

## TRAINING AND CREDENTIALS

### **Certified Administrative Professional (CAP)**

International Association of Administrative Professionals (IAAP)

### **Office Management Certificate (OM)**

IAAP

### **Certificate of Supervisory Essentials (CSE)**

Kentucky Department for Public Health (KDPH)

### **Bachelor of Arts in Music Education**

Bethany College, Lindsborg, KS

### **Associate Degree in General Studies**

Central Christian College of Kansas, McPherson, KS

## PROFESSIONAL EXPERIENCE

### **Executive Assistant to the Commissioner, July 2016-Present**

Lexington-Fayette County Health Department, Lexington, Kentucky

Serve as Executive Assistant to the Commissioner of Health for Fayette County. Provide administrative support for the Lexington-Fayette Urban County Board of Health. Serve as secretary for the Emergency Medical Advisory Board and on multiple committees.

- Develop, revise, and distribute materials for the Board of Health, including agendas, minutes, reports, and presentations. Prepare materials for Board of Health retreats. Develop and maintain organizational charts, reports, spreadsheets, PowerPoint presentations, professional letters, and communications for the Commissioner of Health

and the department for internal and external audiences. Coordinate and support work at the direction of the Board of Health and Commissioner of Health internally, throughout LFCHD, and as a representative of the agency with a wide variety of public and private agencies and community partners.

- Created and supervised the Executive and Administrative Assistant Roundtable (EAAR—“we’re listening!”) for professional administrative staff in the health department and spearheaded successful QI projects completed by the group in collaboration with other staff.
- Collaborated to develop “Recharge Moments” for LFCHD. The successful program was presented at the national conference of the American College of Lifestyle Medicine and the study detailing outcomes of the program is currently in review for journal publication.
- Hand-picked by the Commissioner of Health at KDPH to serve as executive assistant after less than three months on the job as an Administrative Specialist III. Served as personnel liaison for KDPH to the Cabinet for Health and Family Services. Represented the Commissioner’s Office throughout the department and coordinated and collaborated on behalf of the commissioner with internal and external public health partners at the local, state, regional, and national levels.

**Director of Music**, July 2022-Present  
Bridgeport Christian Church, Frankfort, Kentucky

Serve as Director of Music for the church and supervise the music program, including adult and children’s choirs and instrumentalists. Lead weekly choir rehearsals and choral warm-ups before Sunday services. Accompany the choir and musicians during worship. Serve the church as organist and pianist for hymns and other music. Prepare musical offerings for worship, including choral anthems, preludes, offertories, special music, and postludes.

- Directly supervise all salaried and volunteer musicians and singers at Bridgeport and at multiple other churches at which I served. In addition, supervised all non-pastoral staff during five years as office manager.
- Selected to attend the Calvin International Symposium on Worship at Calvin College and Seminary in Grand Rapids, Michigan.
- Taught original adult Christian education classes including *A Brief History of Outrage*, *The Music of the Spheres*, and *Words & Music: A Brief History of Music and Worship*.

## PREVIOUS PROFESSIONAL EXPERIENCE

2016-2022	<b>Director of Music</b> , Calvin Presbyterian Church
2015-2016	<b>Executive Assistant to the Commissioner</b> , Kentucky Department for Public Health
2014-2016	<b>Pianist</b> , Wilmore United Methodist Church
2009-2014	<b>Office Manager/Full-Charge Bookkeeper</b> , Harrodsburg United Methodist Church
2006-2014	<b>Music Director/Organist/Pianist</b> , Harrodsburg United Methodist Church
1990-2006	<b>Homemaker/Church Choirs/Music Teacher/Ballet Dancer</b> , Various Organizations
1987-1990	<b>Choirs/Organist/Pianist/Conductor</b> , Bethany College
1987-1990	<b>Choir Director/Organist/Pianist</b> , Trinity United Methodist Church
1984-1986	<b>Concert Choir/Organist/Music Office Manager</b> , Central Christian College
1982-1984	<b>Pianist/Student Conductor</b> , West Jessamine High School