

Melissa Swink
& Co

Kathie
Bentley



VIRTUAL ASSISTANT

Hello I'm Kathie! My husband and I live in the heart of Thoroughbred Horse Country - Shelbyville, KY a beautiful suburb of Louisville, home of the Kentucky Derby. We have an active life that includes 5 grown children, 12 grandchildren and last but not least, Darcy and TicTac (our very spoiled rescued dog and cat) the only "babies" still at home.

In my spare time you'll find me leading Bible studies at my church, hiking with my husband and dog or having the grandkids over for slumber parties. At the end of a busy day I love to relax with a good suspense novel or listen to a true crime podcast.

My background encompasses everything from X-Ray Technician, Executive Secretary, Medical Office Manager to Teaching English as a Second Language in an Elementary School. Wanting more flexibility to spend time with our growing family I transitioned in 2021 to Freelance Virtual Assisting and I love it! Joining Melissa and her fabulous team is proving to be one of the best decisions I've made.

As a detail fanatic, I thrive on handling those day-to-day tasks that keep a business owner tied down. I look forward to freeing up YOUR time so that you can focus on your priorities - those things that matter to you most.