

GEORGE ASEBEDO

Kansas City Area, KS 66104
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PROFESSIONAL SUMMARY

Catholic adult formation and ministry support professional with experience in parish Bible study leadership, theological writing, catechetical content development, and high-trust operational coordination. Strong foundation in Scripture, the Catechism, the Church Fathers, and Magisterial teaching, as a convert myself I have a particular interest in accompanying converts, returning Catholics, and neurodivergent learners through clear, structured, and pastorally grounded instruction.

CERTIFICATIONS

- Google Project Management Certificate (Coursera) — Capstone March 2026)
- Jesus and the Gospels Certificate - Augustine Institute

PARISH MINISTRY EXPERIENCE

Parish Bible Study Leader | St. Rose of Lima | October 2025 – *Present*

- Lead weekly Bible study for adults using Scripture, the Catechism, the Church Fathers, and Catholic doctrinal application
- Facilitate discussion for practicing Catholics, returning Catholics, and inquirers
- Prepare lesson outlines and follow-up material with attention to clarity, fidelity, and lived conversion
- Foster an accessible learning environment for adults with ADHD, autism, and varied learning needs

WORK HISTORY

01/2020 to Current **Library Director & Operations Coordinator**

Elm Creek Township Library – Wilsey, KS

- Manage day-to-day operations to ensure reliable scheduling, budget alignment, policy adherence, and consistent service delivery.
- Coordinate facility improvement work including an \$8,500+ grant-funded effort; manage requirements, vendors, timelines, documentation, and closeout reporting.
- Implement process and operational improvements that reduced operating costs by ~25% while maintaining service levels.
- Build and maintain SOPs, checklists, and trackers to standardize recurring workflows and improve handoffs.
- Provide regular status updates to community partners and schools; translate feedback into action items and close them to completion.

- Increase patron engagement by 12% through structured outreach planning and consistent program execution.
- Coordinate vendor relationships and service requests, ensuring clear expectations, on-time completion, and documentation hygiene.
- Administer circulation and catalog workflows in Libib, maintaining accurate records and organized reporting.

01/2021 to 02/2025 **Estate Executor & Operations Lead (Fiduciary Role)**

Private Client – Wilsey, KS

- **Managed \$500k+ in assets and accounts**, including real estate, financial portfolios, and personal property, ensuring 100% compliance with state probate laws.
- **Coordinated cross-functional stakeholders**, including attorneys, tax professionals, and real estate agents, to resolve complex legal and financial requirements.
- **Administered budget and debt reconciliation**, identifying and resolving discrepancies to protect estate value and ensure accurate distribution.
- **Maintained meticulous documentation and reporting** for court filings, demonstrating high-level discretion and organizational hygiene.

12/2009 to 01/2020 **Sales & Customer Service**

5&2 Enterprises – Council Grove, KS

- Delivered high-volume customer support and issue resolution with consistent follow-through; maintained accurate documentation and records.
- Supported daily operations including scheduling, payments, order tracking, and task prioritization.
- Trained coworkers on customer etiquette and service standards via Zoom, contributing to a 17% increase in returning customers.
- Assisted with flexographic printing inquiries by routing technical questions and sharing best-practice guidance.

EDUCATION

High School Diploma

Council Grove High School - Council Grove, KS

SKILLS

Adult faith formation
 Bible study facilitation
 Catechetical lesson planning
 Pastoral communication
 Accessibility for neurodivergent learners
 Volunteer support
 Program coordination
 Writing and editing
 Documentation and administrative support

Project coordination
Stakeholder communication
Requirements gathering
Process documentation (SOPs)
Status reporting
Meeting notes and follow-ups
Issue tracking and escalation
Vendor coordination

TOOLS

Google Workspace, Microsoft Office, Outlook, Gmail, Microsoft Teams, Zoom, Slack, Trello, Asana, Jira, Notion, Libib, WordPress, Canva