

Chairman's Office Welcomes Kyle Anderson as Senior Administrative Assistant II



Please join the Chairman's Office in extending a warm welcome to Ms. Kyle Anderson, who recently joined the Department as Senior Administrative Assistant II. Ms. Anderson's official commencement in the office was April 15, 2025.

Ms. Anderson brings a distinguished background as a veteran of the United States Army, where she served as a Unit Supply Specialist, managing, tracking, and maintaining military inventory. Furthermore, she possesses experience as a secretary and veteran service representative at the Department of Veterans Affairs. Most recently, she served in patient registration at HCA Houston Northwest, where she was responsible for patient registration and administrative support including handling complaint investigation and resolution for patients, visitors, and staff.

Ms. Anderson holds a bachelor's in healthcare administration degree from the Indiana Institute of Technology. She will be responsible for administrative support, inventory control, North Campus research laboratory maintenance, North Campus mail services, timekeeper, monthly time log, and other duties as assigned.

We are delighted to have Ms. Anderson join our team and look forward to her valuable contributions.