

KATHLEEN M. SMITH

North Avondale Blvd., Milwaukee, Wisconsin 53210 •

Employment

FISCAL/HUMAN RESOURCES ADMINISTRATOR
Legal Aid Society of Milwaukee, Inc.

1995 - PRESENT
Milwaukee, Wisconsin

Currently managing all finances including investments, accounts receivable and payable of over 2.9 million dollars. Other responsibilities include drafting budgets, preparing financial statements for all departments, reconciliation of all bank statements, payroll, administration of all employee benefits, year end audit of total agency, all financial reporting to our funding sources, assist with fund raising/development planning. Supervise and evaluation all non legal staff. Assisted the executive director with the drafting and implementation of the new personnel handbook.

FINANCE AND HUMAN RESOURCES
Archdiocese of Milwaukee - World Mission Office

1981 - 1995
Milwaukee, Wisconsin

Managed all finances including investments, accounts payable and receivable of over 2 million dollars. Other responsibilities included, preparation of budgets, monthly financial statements, reconciliation of all bank statements, assist with the year end audit, fund raising/development and supervision of support staff including, evaluating staff performance, and performance planning. Member and past chairperson of Archdiocesan.

Congressman Martin A. Russo,
Congressional Aide 3rd Congressional District - Chicago, Illinois.

1975 - 1980

Managed and supervised our 3rd congressional district office.

Education

BA IN BUSINESS ADMINISTRATION AND ACCOUNTING
St. Xavier College

1971 - 1975
Chicago, Illinois

RELIGIOUS STUDIES
St. Ambrose College

1980 - 1981
Davenport, IO

Volunteer Work

Milwaukee Symphony Orchestra Board.

2008 - Present

Hunger Task Force - Volunteer

1995 - Present