

# KATHLEEN M. SMITH

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## Employment

FISCAL/HUMAN RESOURCES ADMINISTRATOR 1995 - PRESENT  
*Legal Aid Society of Milwaukee, Inc.* 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 1981 - 1995  
*Archdiocese of Milwaukee - World Mission Office* 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, 1975 - 1980  
*Congressional Aide 3<sup>rd</sup> Congressional District - Chicago, Illinois.*

Managed and supervised our 3<sup>rd</sup> congressional district office.

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## Education

BA IN BUSINESS ADMINISTRATION AND ACCOUNTING 1971 - 1975  
*St. Xavier College* Chicago, Illinois

RELIGIOUS STUDIES 1980 - 1981  
*St. Ambrose College* Davenport, IO

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**Volunteer Work** Milwaukee Symphony Orchestra Board. 2008 - Present  
Hunger Task Force - Volunteer 1995 - Present