

# ALEXANDRA M. KOTZE

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## PROFESSIONAL EXPERIENCE

### **Budget and Policy Administrator, Milwaukee County – Department of Health & Human Services**

October 2007 to present (promoted from Fiscal and Management Analyst- BHD, October 2010)

- Develop and implement annual \$350 million budget for the Department of Health and Human Services from initiation through to adoption, including supervision of three budget analysts
- Analyze financials and prepare quarterly fiscal reports for review by the Controller
- Write policy reports and present analysis to department administrators and elected officials
- Lead various initiatives and special projects such as outsourcing of several operational services (\$3 million in annual savings), Behavioral Health Green Initiative impacting over 1,000 employees, and multiple overtime reduction projects
- Serve as a key member of the lead team, including representing the Department at County Board meetings, public events and various community/advocacy groups
- Work collaboratively with county administrative divisions to develop long term strategic plans
- Possess knowledge of procurement, human resources, contracting, accounting, operating and capital budgeting, carryover and other various administrative procedures

### **Budget Unit Manager, Milwaukee County – Department of Administrative Service**

July 2004 to October 2007 (promoted from Fiscal and Management Analyst, June 2006)

- Responsible for overseeing the development and analysis of \$1.2 billion operating expenditure budget
- Prepared and presented policy and budget analysis to the County Executive & County Board Supervisors
- Managed four analysts, clerical staff and the Tax Refund Intercept Program
- Analyzed budget and actual data on the county financials for use by the Fiscal and Budget Administrator
- Served as the Budget Software Administrator, including development of a training program for users

### **Policy Assistant, Office of the Governor, Chicago, IL**

February 2004 to June 2004

- Member of innovative policy think tank that advised the Governor on pressing issues
- Researched education issues and identified best practices in school accountability and efficiency

### **Family Connection Worker, Highland Mac-Groveland Family Center, St. Paul, MN**

May 2000 to July 2002

- Provided information and referral services to neighborhood families; Successful grant writer
- Organized, directed and ran summer youth program for 60 campers; hired and managed 12 staff

### **Fulbright Fellowship Research Grantee, Córdoba, Argentina**

January 1999 to February 2000

- Conducted research on primary and secondary education reform in public and private schools

## EDUCATION

### **University of Chicago**

Harris School of Public Policy, M.P.P., 2004

**Relevant course work:** Economics, Statistics, Program Evaluation, Child and Family Policy

**Honors:** Harris Fellow (full tuition) • McCormick Tribune Urban Leadership Fellow • Editor, Chicago Policy Review

### **University of Minnesota**

College of Liberal Arts, B.A., 1998

**Majors:** Spanish and Portuguese, minor in math; *summa cum laude*

**Honors:** Phi Beta Kappa • Selmo Birkelo Scholar • Waller Scholarship • Presidential Scholar • Firststar Bank Scholar

## SKILLS AND EXPERIENCE

**International:** Semester programs in Córdoba, Argentina and Santiago, Dominican Republic

**Volunteer:** Political Campaigns • PTO • Translator • Gymnastics Coach (Regional Assistant Coach of the Year – 1999, 2001)

**Languages:** Fluent in Spanish, Proficient in Portuguese

**Computer:** Microsoft Word, Excel and Power Point, Lotus Notes, BRASS

**Hobbies:** Cooking • Traveling • Reading