

# Karen Aronson

North 55<sup>th</sup> Street ● Milwaukee, WI, 53216 ●

## OBJECTIVE: JOIN A TEAM OF DEDICATED PROFESSIONALS WHO ARE DEDICATED TO SERVING THE SURROUNDING COMMUNITY

### PROFESSIONAL PROFILE

A registered nurse and attorney by profession, I have also worked as a grant writer, project manager and in senior management. At the present time, I hold the title of Administrative Coordinator in a program that places individuals who are 55 and older in MPS classrooms as tutors. I also perform tutor trainings, orientations and workshops. I am open to acquiring and new skills and always look forward to

### CAREER EXPERIENCE

#### **Retired and Senior Volunteer Program Tutor Program**    *Administrative Coordinator (2014 to Present)*

Duties include: Providing support to the RSVP Director and Tutor Program Staff, assisting with day-to-day operations, supporting volunteer tutors throughout their entire placement, coordinating the enrollment process of new volunteers, overseeing new tutor trainings, facilitating monthly educational workshops for tutors, and providing updates and tips for tutors in a monthly newsletter.

#### **Milwaukee Public Schools (MPS)**    *Paraprofessional (2012 to 2014)*

Duties include: Assisting Special Education teacher with students and performance of other duties as assigned

#### **Milwaukee Health Services, Inc.**    *Project Manager (2006 to 2012)*

##### Grant Writing and Reporting

I submitted proposals and obtained funding for the following:

- Three (3) proposals to Susan G. Komen for the Cure® to total over \$150,000  
In addition to writing the proposals, and reporting on program progress, I managed the program and supervised one part-time employee dedicated to the project.
- Two (2) proposals to the Federal government for funds awarded through the American Recovery and Reinvestment Act (Stimulus Funding) totaling approximately \$2 million
- A Federal Appropriations application totaling \$346,500
- A proposal to Northwestern Mutual Foundation for \$15,000

##### Project Management

- Project Manager for \$4.3 million construction and renovation project included communicating with Board of Directors, Senior Management, Department Heads, Supervisors, and front-line staff
- Facilitated the development of an organization-wide OB Medical Home

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## Organization Development

- Managed activities of the Fund Development Team
- Facilitated development of 2008-2011 organizational strategic plan
- Collected and monitored strategic plan status reports from Senior Management
- Facilitated development of departmental strategic plans

## VOLUNTEER

### **Athletes for Autism Foundation**

As Chief Financial and Administrative Officer, I interface with the organization's accountant and perform functions related to bookkeeping. In addition, I oversee the functions that support the HR and programmatic aspects of the organization.

### **YMCA Of Greater Milwaukee**

Fund Development Intern. Developed donor letters and performed miscellaneous duties as assigned

### **St. Matthew CME Church**

Helped develop and secure funds for The Koinonia Family Development Center. Held leadership position on as a member of the Steward Board

## PROFESSIONAL DEVELOPMENT

I am attending workshops to obtain a Professional Certificate in Nonprofit Management from UW-Milwaukee's School of Continuing Education

Other workshops I have attended include:

### **The Grant Institute**

- ◆Grants 101

### **Marquette University**

- ◆Needs Assessment and Program Evaluation

## EDUCATION

J. D. University of Wisconsin - Madison

B.S.N. University of Wisconsin - Milwaukee