

KATHLEEN CLEARY

Office Manager | Administrative Assistant

Kathleen Cleary has over 25 years experience as a comptroller, personnel manager and office manager. The variety of support activities she performs for LEAD Alliance includes setting up appointments, scheduling, monitoring e-mail and correspondence, creating templates and tools, and making travel arrangements. She is also responsible for all financial information and financial tasks for LEAD Alliance. These tasks include invoicing clients, tracking payments, calculating and verifying payroll, reviewing and reimbursing employee and associate expenses, paying bills, and preparing financial information for review and analysis. Since 2003 she has served as the financial and contract administrator of LEAD Alliance's GSA-874 MOBIS contract. Kathleen has been employed by LEAD Alliance since 2000.

KEY SKILL AREAS

- Administrative, Logistical and Onsite Support
- Financial and Contract Administrator
- Financial Analysis and Activities
- Organization and Coordination
- Staff Communication
- Computers and Related Software Applications
- Supplies Inventory

SUPPORT FOR CONSULTING AND FACILITATION ENGAGEMENTS

- Provide onsite logistical support for meetings and workshops.
- Provide meeting logistics research including research of venues, site visits, contract requirements and review, and coordination with site staff.
- Provide onsite meeting recording services and compile administrative record.
- Prepare materials, including tentcards, documents and tools, for conferences, retreats, meetings and strategic planning sessions.
- Provide logistical support for meetings, retreats, strategic planning sessions and conferences.
- Prepare outputs. Compile notes, proof summaries, and distribute to clients. Compile, synthesize and tabulate evaluations.
- Major point of contact for associates. Manage preparation and production for them.

EDUCATION AND CERTIFICATIONS

- BS: George Mason University, Fairfax, VA
- Ongoing training in computer and financial software

RECENT CLIENT PROJECTS

- National Geospatial Advisory Committee: meeting planning and preparation; administrative and logistical support
- American Association of Motor Vehicles: administrative and logistical support and assistance; recorder for focus groups and offsite
- Ocean & Coastal Mapping Technical Workshop: meeting preparation; administrative and logistical support and meeting recorder
- USGS Bureau Program Planning Committee: logistical support and meeting recorder
- USGS Mapping Applications Center: meeting recorder
- American Chemistry Council: logistical support and assistance
- FGDC Stakeholder Forum: logistical support and meeting recorder
- FWS & USGS Future Science Challenges Workshop: logistical support and meeting recorder

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