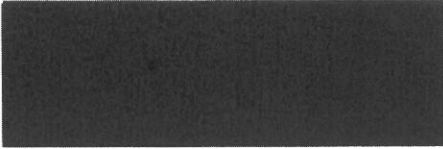


KATHLEEN E. KENDRICK



EMPLOYMENT HISTORY

- 12/2000 to Present Niles Township Government, Skokie, IL
Administrator – responsible for accounting/bookkeeping for township accounts including Town Fund as well as General Assistance and all respective subaccounts. Create monthly financial report presented to Board of Trustees as well as annual fiscal budget for township. Prepare Annual Supervisor's Reports and annually published Treasurer's Reports. Take care of all human resource issues as well as township sponsored insurance and guidelines interfacing with IMRF pension program, health insurance and ICRMT risk insurance programs.
Deputy Clerk – Certified Freedom of Information Officer, responsible for inventory control along with all records destruction according to Illinois Statute. Responsible for minutes of bi-monthly Board Meetings and all personnel files for the township.
Passport Facility Manager – responsible for all passport procedural issues along with annual accreditation of the township facility and two subordinate agents for U. S. Department of State.
Deputy Assessor – 2000 through 2002
Assisted with Tax Appeals, Senior Citizen Real Estate Tax Exemptions and Freezes, Home Owner Exemptions, Processed Sales Transfers and Village Permits in AS Networked Computer Program.
- 09/84 - 06/92 Joseph J. Blake & Associates Inc., Chicago, Illinois
Michael J. Maglocchi, MAI, Principal and Regional Manager
Office manager for Midwest Regional Branch of an international real estate appraisal and consulting firm. Handled all AR/AP as well as monthly financial and status reports to New York corporate office. Installed and instructed WordStar 3.1 word processing software (and subsequent upgrades) to appraisers and support staff. Supervised support staff in the preparation and collation of fully documented, narrative appraisal reports of large industrial and commercial properties such as mega-shopping centers, downtown office buildings, mobile home parks, industrial parks, etc. for banks, institutional investors, auditors, private corporations under various scenarios for income and tax purposes in an extremely time and privacy sensitive industry.
- 11/78 - 06/84 Granville Medical Center, Chicago, Illinois
Dr. Thomas J. Chorba, General Surgeon, Evanston, Illinois
Managed medical center while training all support personnel in phlebotomy, x-ray and EKG procedures along with all insurance billing.
- 06/65 - 08/66 Sargent & Lundy Consulting Engineers, Chicago, Illinois
- 06/62 - 07/64 New York Life Insurance Company, Chicago, Illinois

EDUCATIONAL HISTORY

- 09/94 - 05/98 Northeastern Illinois University, Chicago, Illinois
Bachelor of Arts Degree, Graduated Magna Cum Laude, Dean's List
Awarded two Alpha Chi National Honors Society Scholarships
Assistant Editor and Contributor to Apocalypse, an NEIU Publication
Winner of two NEIU English Department Writing Scholarships
- June 1964 Graduated The Immaculata Catholic Girls' High School
- PERSONAL** Since 2014, I have currently been serving on the Board of the Senior Women's Advisory Council at Advocate Lutheran Hospital.