

PROFESSIONAL SUMMARY

I have a wide range of experience working in government at both the county and local levels. I have a background in financial planning and developing financial controls.

WORK HISTORY

School Board Member, School District of Elmbrook | April 2011-April 2016

- Represent the residents as the at-large representative of the district.
- Review proposed policies and programs and enact them into policy.

City of Brookfield Alderman | April 2000-April 2008

- · Represent the interests of the citizens of District 1.
- Review proposed legislation and department requests.
- Supervise preparation of the Common Council meeting agenda.
- Act as President of the Common Council from 2006-2008

University of Wisconsin-Milwaukee Assistant Bursar | December 1997-January 2001

- Maintain accounts receivable program.
- Supervise student loan accounts.
- Develop and administer student loan collection programs and file complaints in small claims court.
- Advise the Bursar on various matters and act as Bursar as necessary.

Wisconsin Gaming Commission - Gaming Auditor | January 1996-December 1997

- Perform audits at dog-racing tracks ensuring each race conforms to racing rules and that the facility operates according to laws and regulations.
- Perform audits of casino games including slot machines and security of machines and cash wagered.
- Reviewed and tested internal controls to ensure asset security.

Waukesha County Financial Analyst | November 1976-December 2001

- Prepared annual county budget.
- · Performed analyses of requested expenditures for projects.
- Made policy recommendations to standing committees and the County Board.

EDUCATION

University of Wisconsin Milwaukee – Milwaukee, Wisconsin | Bachelor of Science in Public Administration | 05/1968