

Kathryn Ann Frederick

2877 East Broad Street Apt. A3 Columbus, OH 43209

(419) 306-3721 katiefred@gmail.com

EDUCATIONAL EXPERIENCE:

Wright State University

June 2007

Bachelor of Arts in Communications, Minor French

Dayton, OH

- G.P.A. 3.46

WORK HISTORY:

American Council of the Blind of Ohio

Executive Director

December 2013- Present

- Manage office operations, ensuring paperwork and financial transactions are processed by staff in a timely manner
- Provide appropriate referral and information to verbal and written inquiries from groups or individuals
- Represent ACB-Ohio at meetings for Rehabilitation Services Commission and community events to constituents and the public
- Work with the board of directors to develop plans, policies and procedures for the operation of ACB-Ohio

Secretary

November 2010- August 2013

- Keep records of quarterly board meetings and annual state conferences
- Help plan annual conferences for participants across Ohio
- Advocate for people who are blind/visually impaired on Capitol Hill
- Present to interested parties concerning the use of adaptive technology

Ohio State School for the Blind

September 2008- 2012

Mentor

- Provide expertise in planning activities for high school students
- Assist students in refining career plans and post-secondary goals
- Expose students to various technologies, including use of iDevices

Defense Finance and Accounting Service, Columbus, Ohio

April 2008- December 2013

Accounting Technician

- Communicate via telephone and email with customers
- Collaborate with external customers and team members to resolve accounting discrepancies
- Conduct research and post accounting transactions on complex accounting issues

Defense Supply Center Columbus (DSCC), Columbus, Ohio

June – September 2007

Internship: Management Assistant

- Composed correspondence using Microsoft Outlook and Word
- Prepared reports utilizing Microsoft Excel, DoD EMALL, and Central Contract Registration (CCR)
- Scanned and filed documents
- Partnered with DSCC team members to organize weekly briefings

SPECIAL SKILLS:

- Proficient in the reading, speaking, and writing of French

OTHER RELATED EXPERIENCE:

American Council of the Blind, Board member

2014 - Present

American Council of the Blind of Ohio, Board member

2005 - 2013

Abilities United, President

2004 - 2005

Ohio DECA, State Parliamentarian

2002-2003

References available upon request