



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: May 5, 2022

RE: Introduction of Town Clerk/Treasurer Finalist

Town Administrator Proctor, Acting Town Clerk Gallivan, Mayor Jones and Trustee Farreau, interviewed Ms. Kathleen Schmitz and are excited to present her to the Board as our recommendation for appointment as the new Town Clerk/Treasurer for the Town of Foxfield. Ms. Schmitz's resume is attached for your review. She has an extensive background with great experience that we feel will help make her successful in this position. In addition, she has exceptional customer service skills, dedication, passion, and a strong desire to learn new things.

The Board is welcome to ask any questions of Ms. Schmitz this evening. If the Board approves her as the next Town Clerk/Treasurer, Ms. Schmitz will be appointed to the position at the next meeting on May 19th, 2022.

ATTACHMENTS:

Exhibit A – Kathleen Schmitz Resume

KATHLEEN SCHMITZ

Solver of Problems

Agile Professional

Champion of Inclusion

Multifaceted Organizer

PROFILE

A highly experienced and agile finance and accounting professional who has demonstrated the ability to navigate challenges, find solutions, and get any job done. By relying on a mixture of adaptability, creativity, problem-solving empathy, optimism, passion, and a belief that society is strongest when we remove barriers that prohibit progress, I have been supporting positive change for years. I work independently and collaboratively to ensure the work gets done.

CONTACT

 720-203-1661

 Kschmitz19@gmail.com

 25787 E. Weaver Place

EXPERIENCE

Student Advocate: 2006-always

Champion for students with intellectual or emotional disabilities. Thoroughly investigates Colorado and Federal laws and application to ensure the best free and appropriate education. Educator partner and student protector while managing limitations of resources.

Invesco: 2019-CURRENT

Head of Bank Loan Services

Hired to help turn around a team that had lost its way. Focused on improvements in processes, training and individual responsibility. Increased controls to ensure proper accounting.

Portfolio Operations

Multi-Faceted team member, who balanced roles across business lines. Focused on process improvement and partnering with teams across the firm and vendors to create solutions.

OppenheimerFunds: 2000-2010 AND 2013-2019

Investment Operations Hired to create best in class oversight

Treasury Oversight Improved vendor and partnership relationships

Fund Accounting Grew as a novice, lead as an expert

Brown Brothers Harriman: 2010-2013

Led multiple accounting, finance and reporting teams with a variety of responsibilities, knowledge and skills.

SKILLS

- Agility
- Empathy
- Pragmatic creativity
- Data and impact analyzer
- Accounting/Finance
- Ability to identify and foster complimentary partnerships

EDUCATION & SERVICE

Education: Colorado State University

Bachelor of Science in Business Administration:

Finance Concentration

Community Service

Cross-Cultural Solutions-Costa Rica
Project Homeless Connect and other United Way events
Trisomy 18 Foundation fundraisers
Charitable Events campaign leader