

## **Kelli J. Burkhardt**

PO Box 403, 923 Woodlawn Ave., Napoleon, OH 43545  
419-579-0199 togethernwoh@gmail.com

### **Highlights of Qualifications**

- Strong computer skills including Word, Excel and PowerPoint
- Over 20 years experience with various aspects of non-profit accounting
- Member of 10 person team to allocate, evaluate throughout the year and ensure proper fiscal year budget is utilized for the Ohio taxpayers
- Serve on Northwest Ohio Community Action Commission (NOCAC) Board
- Serve on Community Improvement Commission (CIC) Board

### **Work Experience**

**Together We Can Make A Difference Initiatives** Napoleon, OH      October 2010 to Present  
**Executive Director** (October 2010 to Present)

- Build relationships with all individuals to give hope for a better future.
- Prepared State and Federal forms to receive Employer Identification Number and Federal Internal Revenue Tax Exemption (501c3) Status
- Daily operation of Non-Profit (fundraising, purchasing items to be given away, presentations of the non-profit to educate people on who we are and what we do)

**Ohio Department of Transportation** Bowling Green, OH      January 1988 to October 2010  
**Deputy Director 5** (July 2002 to October 2010)

- Oversee Business and Human Resource functions (including; Finance, Payroll, Human Resources, Safety and Information Technology) to ensure proper and efficient operations
- Assist in each of the above functions when needed to support the employees of the Department of Transportation to maintain the roadways in Northwest Ohio

**Fiscal Officer 1** (January 1994 to July 2002)

- Supervised District 02 Accounts Payable, Inventory, Purchasing and a portion of Accounts Receivable personnel and functions of Accounting Department
- Supervised Payroll Department in absence of payroll supervisor
- Direct and inform employees to follow mission, vision and goals of department
- Train all levels of ODOT employees in variety of fiscal areas
- Contributed ideas and input regarding creation of statewide Automated Purchasing System

**Account Clerk Supervisor** (November 1988 to January 1994)

- Supervised District Inventory and portions of Accounts Payable and Accounts Receivable personnel and functions of Accounting Department
- Supervised Payroll Department in absence of payroll supervisor

**Account Clerk 1** (January 1988 to November 1988)

- Assisted with computer implementation of Equipment Management System
- Invoiced other state agencies for materials and/or services received from Department of Transportation

### **Education and Training**

**Tri-State University**      Angola, IN  
• Bachelor of Science in Business Administration  
Major: Computer Information Systems

### **Community Involvement**

**Emanuel Lutheran Church**      Napoleon, OH  
• Good Samaritan Support      - Serve on Church Council Finance Board  
• Member of Soul Food – help prepare meals on Wednesday nights for the community

**Marathon Classic**      Sylvania, OH